

No Related Topics Found

1,2,3,4 (File Menu)

You can use the filenames listed near the bottom of the File menu to open one of the documents recently worked on. Choose the number or name that corresponds to the document you want to open. For more information, see [Opening documents from disk](#).

Tip

- You can change the number of files listed in the [General Options](#).



About Xara Ltd

Xara was set up by Computer Concepts Ltd (UK) to develop Xara X. Computer Concepts have been developing mainstream application software since 1981. CC was one of the pioneer microcomputer software houses of the early eighties in the UK developing applications such as the Wordwise word processor which sold a quarter of a million copies.

With over fifteen years of development experience, more than six of which have been developing 32-bit windowing based applications for RISC based computers, this has given us an unrivaled experience of developing microcomputer application software. This experience predates the arrival of 32-bit Windows based environments by many years.

The arrival of 32-bit Windows programming environments (Windows 95, NT and Win32s) meant we could exploit that experience in the wider PC and Windows market, rather than the more niche markets we occupied before.

Web Links

[Xara Home Page - www.xara.com](http://www.xara.com) 

[Xara Ltd.](#) 

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About Xara X (Help Menu)

About Xara X on the Help menu opens a dialog box containing the following information:

- Xara X Version Number
- Xara X Licensee
- Licensee
- Organization
- Xara X Serial Number

For more information about Xara Ltd who developed Xara X, [click here](#).

Add Folder Dialog Box

With the Add Folder dialog box you can add folders of your own clipart and fills to the Clipart Gallery and the Fill Gallery. You can also use this dialog to add the fonts on the CD to the Font Gallery. For more information, see [Adding clipart to the clipart gallery](#) or [Adding fills to the fill gallery](#).

- [Add](#)
- [Update](#)
- [Find CD](#)

{button ,KL('galleries',0,'')} Related topics

Add Folder Dialog Box - Add Button

Add inserts the selected folder into the gallery. If it contains an index and thumbnails a section (or sections) appears in the gallery showing the folder's contents. If the folder does not contain an index or thumbnails you are asked if you would like to create them.

Add Folder Dialog Box - Find CD Button

FindCD attempts to find the Xara X CD on your computer so you can add the folders of fonts, clipart and fills supplied on it.

Add Folder Dialog Box - Update Button

Update renews all the index and thumbnail information for a folder where necessary. This is generally most useful where you have changed files, added files to a folder or changed the CD in your CD drive and you want the updated images to appear in the gallery.

 **Add Shapes (Arrange Menu) (Ctrl+1)**

Add shapes turns the selected objects into a new, single shape. The new shape is much like a shadow of the original as it covers the entire area taken up by the combined objects. For more information, see [Adding shapes](#).

Add more colors to a multi-stage fill

Applies to [Linear](#), [Circular](#), [Elliptical](#), [Conical](#) and [Diamond](#) fills. Multi-stage fills let you have several different colors in your fill. So, a fill could run red-green-red yellow. You have full control over the colors used and where the colors change.



▶ To add more colors to a multi-stage fill

This is the same as creating a multi-stage fill:

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool - this displays the [Fill arrow](#).
3. Drag-and-drop colors from the [Color Line](#) or [Color Gallery](#) onto the Fill arrow (see Notes.)

Notes:

- Conical fills have a semicircular Fill arrow. Other fill types have straight Fill arrows. Always drag-and-drop colors onto the arrow.
- Elliptical and Diamond fills have a pair of Fill arrows. You can apply colors to only one of these arrows. (The arrow that was horizontal when you created the fill - this is the "primary" arrow.)
- The Selector Tool can also display the Fill arrow. See [Enabling fill handles](#).

Movies

{button ,EF('xarademo.exe', 'Colours Coloring Objects',1,')} Coloring objects

{button ,EF("XaraDemo.exe", "GradFill Linear Circular Elliptical and Conical Fills",1,')} Using linear, circular, elliptical and conical fills

Related Topics

[Creating multi-stage fills](#)

[Changing multi-stage fills](#)

[Fill Tool](#)

Adding a lighting highlight to a drawing

If you want to draw a picture of a shiny 3D object in most drawing programs you have to draw highlights as part of the object. Xara X makes this much easier as you can draw a separate object for the highlight. Then you can use transparency to modify the colors of the dull object underneath.

▶ To add a lighting highlight

1. Create your drawing without the highlights. (The drawing should look matt and dull.) Include enough shading and shadows so that the object looks three-dimensional.
2. Decide where a light source would bounce off the object into the viewer's eye and draw a shape over that area. Set the color of the object to the color of the light source (see Tips).
3. Using the Transparency Tool, apply a suitable transparency. See [Applying transparency](#).

Tips

- The most realistic highlights are achieved by either using [linear fills](#) and [circular fills](#) in the highlight object or drawing several highlight objects and blending them together (see [Blending objects](#)). You can alter the color of the light source producing the highlights by altering the fill color of the transparent highlight objects.
- White highlight objects look as if the light source is white. Slightly yellow highlights look as if the light source is the sun. Orange highlights can make the object look as if it's being viewed at sunset.

`{button ,KL('transparency',0,'')}` **Related Topics**

Adding an outline to a bitmap

You can easily add an outline to a [bitmap](#) in any color with any thickness. To add the outline, you need to convert the bitmap into a rectangular [shape](#) with a [bitmap fill](#), you can then change the outline of the rectangular shape as you would normally.

▶ To add an outline to a bitmap

1. Select the bitmap (see [Selecting objects](#)).
2. From the Arrange menu, choose **Convert to Editable Shapes**. This converts your bitmap into a rectangle filled with the original bitmap.
3. Right-click on the outline color you want on the Color Line. See [Changing an object's line color](#).
4. Choose a line thickness from the line thickness drop-down list on the control bars. For more information, see [Changing line thicknesses](#).

Adding arrowheads to lines

The [Line Gallery](#) contains several styles and sizes of arrowheads and tails. The size of arrowheads and tails is relative to the line width. Making the line thicker automatically makes the arrowhead or tail bigger.

► To add an arrowhead to a line

1. Select the line (see [Selecting objects](#)).
2. From the Utilities menu, choose **Line Gallery**.
3. Scroll in the gallery to the **Arrowheads** section.
4. Double-click on the arrowhead or tail in the gallery.

Tips

- Double-clicking on an arrowhead applies it to the end of the line. Double-clicking a tail applies it to the start of the line. To apply to the other end of the line, hold down CTRL and double-click. Alternatively you can [reverse the line direction](#).
- You can also drag-and-drop an arrowhead or tail from the gallery onto the start or end of any line (selected or unselected).
- Arrowheads are the same color as the line. Making the line invisible, also makes any arrowheads on the line invisible.

Note:

- You cannot apply arrowheads to a line with a [brush](#) or [stroke shape](#) already applied.

`{button ,KL('line;line gallery overview',0,',';')}` **Related Topics**

Adding clipart to the clipart gallery

You can easily add folders of your own clipart to the Clipart Gallery. The Clipart Gallery automatically creates thumbnail images for any folder containing graphics files so you can see your files in the gallery. You can add both vector and bitmap files to the Clipart Gallery. Once you have added a folder of files to the gallery, you can add more files to the folder, see Adding files to a gallery.

▶ To add a folder of clipart to the clipart gallery

1. Copy the files you want to add to a folder.
2. From the Utilities menu, choose **Clipart Gallery**.
3. Click the **Disk Clipart** button to open the Add Folder dialog box.
4. Browse until you reach the folder.
5. Click **Add**.

Xara X creates thumbnails for each of the files and places them in a folder called XaraInfo. If you add clipart from a CD other than the Xara X CD, the XaraInfo folder is placed in your temporary folder.

Tips

- If you want to add the clipart from the Xara X CD to the Clipart Gallery, follow the instructions above and browse to the "clipart" folder on the CD.
- You can add keywords, titles and descriptions to your clipart which is displayed in the Clipart Gallery. See Adding titles, descriptions and keywords to documents.
- You can add a PhotoCD of images to the Clipart Gallery. See Importing PhotoCD files.

Movie

`{button ,EF('xarademo.exe', 'ClipGal Clipart Gallery',1,')} Clipart Gallery`

`{button ,KL('clipart',0,')} Related Topics`

Adding curved corners to polygons

Polygons created using the [QuickShape Tool](#) can have either sharp or rounded corners. After choosing rounded corners, you can change the radius of the corners to increase or decrease the curvature. For more details on changing the curved corners, see [Changing curved corners on a polygon](#).

▶ To add curved corners to a polygon

1. Select the polygon (see [Selecting objects](#)).
2. Choose the QuickShape Tool.
3. Click the **Curved Corners** button on the [QuickShape Tool Infobar](#).

To remove curved corners, click **Curved Corners** again.

Tips

- You can also apply curved corners to star-shaped polygons.
- You can also make the corners rounded by double-clicking on the corner.

`{button ,KL('polygons;quickshape tool',0,'`,`)}` **Related Topics**

Adding curved corners to rectangles

Rectangles created using the Rectangle or QuickShape Tool can have either square or rounded corners. After choosing rounded corners, you can change the radius of the corners to increase or decrease the curvature. For more details, see [Changing curved corners on a rectangle](#).

▶ **To add curved corners to a rectangle**

1. Select the rectangle (see [Selecting objects](#)).
2. Choose the Rectangle Tool or the QuickShape Tool.
3. Click the **Curved Corners** button on the [QuickShape Tool Infobar](#).

To remove curved corners, click **Curved Corners** again.

Tip

- You can also make the corners rounded by double-clicking on the corner.

Related Topic

[Rectangle Tool](#)

[QuickShape Tool](#)

[Rectangles](#)

[Squares](#)

Adding dash patterns to lines

The Line Gallery includes a wide range of dash patterns that you can apply to lines and the outlines of shapes.

► To add a dash pattern to a line

1. Select the line or shape (see [Selecting objects](#)).
2. From the Utilities menu, choose **Line Gallery**.
3. Scroll in the gallery to the Dash Patterns section.
4. Double click on a dash pattern.

Tip

- You can also drag-and-drop a dash pattern from the gallery onto any line or shape (selected or unselected).

Note:

- You cannot apply a dash pattern to a line with a [brush](#) or [stroke shape](#) already applied.

`{button ,KL('line',0,'')} Related Topics`

Adding files to a gallery

Once you have added a [folder](#) of files to the [Clipart Gallery](#) or the [Fill Gallery](#), you can add more files.

- **To add files to a gallery**

1. Copy the files to the appropriate folder.
2. From the Utilities menu, choose **Clipart Gallery** or **Fill Gallery**.
3. Click the **Disk Clipart** or **Disk Fills** button (as appropriate) to open the Add Folder dialog box.
4. Browse to the folder.
5. Click the **Update** button.

Notes

- Clicking **Add** does not include the new files in the gallery. You must use **Update**.
- For details on adding folders to these galleries, see [Adding clipart to the clipart gallery](#) and [Adding fills to the fill gallery](#).

`{button ,KL('galleries;clipart,clipart gallery overview;fill gallery,overview',0,';')} Related Topics`

Adding fills to the fill gallery

You can easily add folders of your own bitmaps to the Fill Gallery so you can use them as bitmap fills. The Fill Gallery automatically creates thumbnail images for any folder containing bitmap files so you can see your files in the gallery. You can only add bitmap files to the Fill Gallery, not vector files. Once you have added a folder of files to a gallery, you can add more files, see Adding files to a gallery.

■ To add a folder of bitmaps to the fill gallery

1. Copy the bitmaps you want to add to the gallery to a folder.
2. From the Utilities menu, choose **Fill Gallery**.
3. Click the **Disk Fills** button to open the Add Folder dialog box.
4. Browse to the folder containing the bitmaps.
5. Click the **Add** button.

Xara X creates thumbnails for each of the bitmaps and places them in a folder called XaraInfo. If you add bitmaps from a CD other than the Xara X CD, the XaraInfo folder is placed in your temporary folder as it cannot be written to the CD.

Tips

- If you want to add the fills from the CD to the Fill Gallery, follow the instructions above and browse to the "fills" folder on the CD.
- You can add a PhotoCD of images to the Fill Gallery. See Importing PhotoCD files.

{button ,KL('fill gallery',0,'')} Related Topics

Adding points to lines and shapes

When you have drawn a [line](#) or [shape](#), you can add extra [point handles](#) to it.

■ To add points to lines and shapes

1. Select the line or shape (see [Selecting objects](#)).
2. Choose the Shape Editor Tool or the Pen Tool.
3. Click on the line to add a new point handle. Important: **click** on the line. Don't drag it - this reshapes the line.



Click to add a point handle

[Movies](#)

{button ,EF("XaraDemo.exe", "CurvEdit Editing Lines and Shapes with the Shape Editor Tool", 1, `) } Editing lines with the Shape Editor Tool

{button ,EF("XaraDemo.exe", "PenEdit Editing Lines and Shapes with the Pen Tool", 1, `) } Editing lines with the Pen Tool

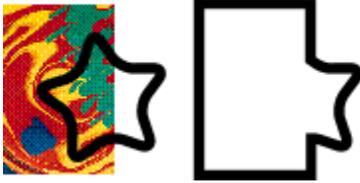
Related Topics

[Shape Editor Tool](#)

[Pen Tool](#)

Adding shapes

You add objects together to combine them into a single shape. The new shape covers the same area as all the objects you added.



- **To add objects together**

1. Select the objects (see [Selecting objects](#)).
2. From the **Combine Shapes** submenu on the Arrange Menu, choose **Add Shapes** (or press CTRL+1).

Tips

- The new shape uses the colors, line width and other attributes of the top shape. You can change the stacking order of objects. For details see [Moving objects backwards and forward](#).
- You can use all object types including bitmaps.

Related Topics

[Combining](#)

[Moving objects backwards and forwards](#)

Adding titles, descriptions and keywords to documents

You can add a title, description and keywords to your drawings document. If the files are then added to the Clipart Gallery this information is used during searches and for displaying the document in the gallery.

- **To add titles, descriptions and keywords to documents**

You enter the information in the Comment field of the Document Info dialog box. The first line of the Comment field is taken as a description of the file, unless it starts 'KEY:' or 'TITLE:' in which case the item is assumed not to have a description.

If a line starts with 'TITLE:' the rest of the line is taken as the title for the drawing. If a line starts with 'KEY:' the rest of the line is taken as a list of keywords separated by commas or vertical bars ('|'). For example, a picture of a dog might contain the following information in the Comments section of the Document info dialog box (<ENTER> is where the user would have pressed <ENTER>):

A large great dane<ENTER>

KEY:Dog,Large,Animal,Mammal<ENTER>

TITLE:Great dane

Note

- Comments are only added to the indexes when creating or updating them. Only .XAR & .WEB files are checked for these comments.

Adding web addresses to objects

You can add a [web address](#) attribute to any [object](#). You can then use these addresses to create an [image map](#).

- **To add a web address to an object**
 1. Select the object (see [Selecting objects](#)). You can select more than one.
 2. From the Utilities menu, choose **Web Address**.
 3. Type in the web address (URL).
 4. Click **Add** (or **Change** if the object already has a web address).

For details on what web addresses look like and how they work, see the [Web Address Overview](#).

Tips

- You can create [navigation bars](#) using the Button & NavBar Tool. These let you navigate between web pages by clicking the buttons. If you add web addresses to the buttons, these are used in the HTML created when exporting the buttons. For more information see [Creating Navigation Bars](#).
- You can add a web address to an object quickly by right-clicking on the object to open the pop-up menu and choosing **Web Address**.
- You can add a web address to any type of object.
- Xara X does not check the validity of web addresses you type in.
- You can create an invisible object with a web address which still works when you click on it. Just make the object 100% transparent.
- If you add a web address to text it usually best to assign the web address to the rectangle surrounding the text so you can click anywhere over the text to activate the link.

Movies

```
{button ,EF("XaraDemo.exe",`WebAdd Assigning Web Addresses',1,`) } Creating hot-spots
```

```
{button ,EF("XaraDemo.exe",`Imagemap Image maps',1,`) } Image maps
```

Related Topics

[Web address overview](#)

[Removing web addresses](#)

[Image map overview](#)

Aligning and distributing objects

You can easily move objects on the page so they are aligned along an edge or their center. You can also move objects so they are distributed across the page or between other objects.

- **To align or distribute objects**

1. Select all the objects you want to move.
2. From the Arrange menu, choose **Alignment**.
3. In the dialog box, choose whether you want to move the objects within the bounding box of the selection, the page or the spread (if you have more than one page).
4. From the Vertical Position drop-down list, choose how you want the objects to move vertically.
5. From the Horizontal Position drop-down list, choose how you want the objects to move vertically.
6. When the diagram at the top of the dialog box shows what you want, click **Apply**.

Movie

{button ,EF("XaraDemo.exe", "AlgnDist Aligning and Distributing Objects",1,`) } Aligning and distributing objects

Tips

- For more information on the options available, click the **Help** button in the dialog box.
- _____

Aligning text on a curve

If you type several lines of text on a curve, the text slopes following the angle of the the start of the curve. You can control the direction the edge of the text follows by adding a very small segment onto the start or end of the curve.

■ To align text on a curve

1. Draw the curve you want the text to follow.
2. Zoom in to the end of the line, preferably to maximum zoom level.
3. Choose the Shape Editor Tool.
4. Click on the end point handle on the curve to select it.
5. Click the **Straight Lines** button on the [Shape Editor Tool Infobar](#).
6. Click to create a new, very short line segment. This line segment should be perpendicular to the direction you want the left-hand edge of the text block to follow. If you need the segment to be exactly horizontal or vertical, CTRL-drag the new point.
7. Now type the text on the curve as normal.

Related Topics

[Drawing Lines](#)

[Fitting text to a line](#)

[Shape Editor Tool](#)

Aligning the centers of QuickShapes

If you draw two or more QuickShapes, you can move them so their centers are exactly on top of each other.

- **To align the centers of QuickShapes**

1. From the Window menu, choose **Snap To Objects**.
2. Drag the QuickShape by the cross in its center over the point you wish to align it with. The center locks onto the edges of all objects and the centers of QuickShapes.

`{button ,KL('object snapping',0,'')} Related Topics`



Alignment (Arrange Menu)



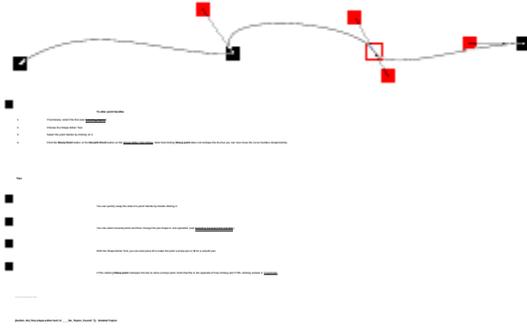
CTRL+SHIFT+L

No Change

Placeholder text for the 'No Change' section, likely describing the effect of the shortcut when no change is needed.

Altering point handles

The join of two curved line segments can be either smooth or sharp (a sharp join is sometimes called a cusp join). If a point handle is sharp, you can control the two curve handles independently. If it is a smooth point, the curve handles move together.



Alternative names

The page lists some names used by other programs and the equivalent names used in this program.

Drawings	called <u>Document</u>
Fountain Fills	called <u>Fills</u>
Radial Fills	called <u>Circular Fills</u>
Visual Selectors	called <u>Color Models</u>
Shearing	called <u>Skewing</u>
In-betweening	called <u>Blends</u>
Interpolation	called <u>Blends</u>
Morphing	called <u>Blends</u>
Tweening	called <u>Blends</u>
Active Layer	called <u>Current Layer</u>
Inter-line Spacing	called <u>Line Spacing</u>

Always on Top

Always On Top is available from the Document Control Menu. If **Always On Top** is selected for a view, it always remains on top of all other views. This could be used, for example, to edit one view of a document with a smaller higher Quality view set to always be on top. The edits made in the first, larger view would be reflected in the smaller view which would always be visible.

Animated GIF Export Dialog Box

With the Animated GIF dialog box you can choose how your animated GIF files are created.

Note that there is an easier way to create animated GIFs using the Frame Gallery. For information see [Creating animated GIF files](#).

- [Bitmap Size](#)
- [Color Depth](#)
- [Interlacing](#)
- [Transparency](#)
- [Palette](#)
- [Dithering](#)
- [Animation Delay](#)
- [Animation Restore](#)
- [Animation Loop](#)

{button ,KL('animated GIF files',0,`____No_Topics_Found`,`)} Related Topics

Animated GIF Export Dialog Box - Animation Delay

This option sets the time delay between frames in the animation. The units are hundredths of a second, so if you want a delay of a second between each frame, enter a value of 100. Many browsers display the frames quite slowly and may not be able to keep up with the value you set.

Animated GIF Export Dialog Box - Animation Loop

This value defines the number of times the animation repeats. If you enter a value of zero, the animation loops continuously.

Animated GIF Export Dialog Box - Animation Restore

This sets what happens after each frame has been displayed. **Nothing** means no action is taken, though many Internet browsers take this as meaning the same as the Background option. **Leave As Is** displays the frames one on top of another - this leaves many frames visible in a stack if some are transparent. **Background** restores the area covered by the graphic to the background color of the GIF (except where the frame is transparent). **Restore Previous** restores the area covered by the frame to what it was before the frame was displayed.

Note that the way browsers interpret these values can vary, you may need to experiment to achieve the desired result.

Animation (Utilities Menu)

This option is dimmed for Drawing documents. It displays a submenu of animation options:

- Animation Properties
- Preview All Frames
- Preview Animation in Browser

Animation Properties (Utilities Menu)

This option is dimmed for Drawing documents.

With this dialog box you can change the options for the animation and for each frame. The dialog box has several sections:

- Frame
- Animation Colors
- Animation Loop and Speed
- Preview in Browser

Animation Properties Dialog Box - Animation Colors

Palette Colors

Global Browser Palette uses the 216 colors of the Netscape Navigator/Internet Explorer palette. This probably gives the best results for graphics that use a lot of colors and that you want to display in a browser.

Global Optimized Palette is best for graphics that use relatively few colors. You can specify how many colors to include in the graphic. You may need to experiment to get the best results. This option usually gives the smallest file size.

Optimized Palette per Frame often gives the best results as the palette includes the best colors for each frame. You can specify how many colors are included in each palette. Because each frame has its own palette, this option can produce the largest files.

There is an issue with **Optimized palette per frame** with Macintosh web browsers. Unfortunately they all seem to have a serious bug that prevents per frame optimization working. If you know your audience consists of Mac viewers then we advise you not to use per frame palette optimization.

Number of colors in palette

(This option is available only when using optimized palettes.) For simple graphics you can reduce the number of colors in the palette. This can produce much smaller files without losing quality. You may need to experiment to find the right balance between file size and quality.

Dithering

You can select between three types of dithering with these options. Choosing **None** means there no dithering, **Ordered** uses an ordered (regular) dithering pattern and **Error diffusion** uses error-diffused dithering (a more complex dithering technique). In general, **Error diffusion** gives the best results, but to only use dithering when really necessary as it prevents the file compression working so well and so makes files larger.

If you turn off dithering, you'll find the images contain perfectly flat areas of color, but where you have graduated color, you will almost certainly see 'steps' because without dithering there aren't enough colors to accurately represent your drawing. You may need to experiment to obtain the right effect.

You cannot use **Ordered** dithering if you are using an optimized palette.

Animation Properties Dialog Box - Animation Loop and Speed

Loop

This lets you specify how many times the animation should repeat itself. Note that Netscape Navigator takes any value other than 1 to mean 'loop forever'. Therefore, in Navigator your animation either plays once or forever. Other browsers may take more notice of this field.

Display each frame for

If you want the same delay between each frame in the animation enter a value here. To specify a different delay for individual frames, use the [Frame tab](#).

This field reads 'many' if the animation has more than one inter-frame delay time.

Animation Properties Dialog Box - Frame

These are options for the current frame (the frame shown highlighted in the Frame Gallery).

Name

When you create a frame it is allocated a default name. Use this field if you want to give the frame a different name. (For example, to remind yourself what the frame shows.) Frame names are only used in this program; they do not appear in the Animated GIF.

Background/Overlay

These duplicate the buttons on the Frame Gallery. See [Background and Overlay Settings](#) for more details.

Display frame for

This lets you specify how long you want this frame displayed before moving onto the next frame in the sequence. You can also set a global delay that applies to all frames in the animation using the Loop & Speed tab.

Show Frame

Select this option to include the frame in the final animation. If you want to exclude the current frame from the animation, deselect it. You can also change this setting using the pop-up menu in the Frame Gallery, just right-click on a frame.

Animation Properties Dialog Box - Preview in Browser

With this option you can select options suitable for the graphic and then load it into your browser so you can preview it. For more details, see [Previewing bitmaps](#).

Background Options

- **Plain background** - This uses the regular background of the browser; that is, gray for Internet Explorer and white for Netscape Navigator.
- **Document background** - This is dimmed unless you have specified a page background (see [Changing the background](#)) for Xara X. This option uses the Xara X background behind the graphic.
- **Checked background** - This displays the graphic against a checker pattern. The main use is verifying that transparent areas of the graphic appear correctly.

Additional Information

- **Include Image Information** - The browser displays information on the file which is useful as a check as to what parameters you have set.

Browser Preview

Click this button to see your animation in your browser.

Anti-aliasing steps in blends

If you have a dense [blend](#), it may be useful to turn off the anti-aliasing in the blend so the document redraws faster. You turn off the anti-aliasing individually for any blend object. When anti-aliasing is disabled in a blend, only the original blended shapes are anti-aliased, not the steps.

■ **To turn anti-aliasing of blend steps on and off**

1. Select the blend (see [Selecting objects](#)).
2. Choose the Blend Tool.
3. Click the **Anti-alias** button on the [Blend Tool Infobar](#).

`{button ,KL('blends;blend tool',0,` ____ No_Topics_Found`,`)}` **Related Topics**

Apply/Remove ClipView (Arrange Menu)

This option reads:

- **Apply ClipView** when there are two or more objects selected.
- **Remove ClipView** when there is a ClipView selected.

Apply ClipView:

The rear object in the selection (the object behind the other selected objects) "clips" or "masks" the other objects. (The effect is similar to viewing the other objects through a window the shape of the rear object.) See [Using ClipView](#) for more details.

Remove ClipView:

Remove any clipping applied to the objects in the ClipView.

Movie

```
{button ,EF("XaraDemo.exe", `ClipView Using ClipView',1,`) } Using ClipView
```

Applying a bevel

Bevels give objects an appearance of depth instead of being flat on the page. Objects cannot have both a [contour](#) and a bevel.

■ To apply a bevel

1. Select the object (see [Selecting objects](#)).
2. Choose the Bevel Tool.
3. Choose the bevel shape you want from the Bevel Type list. Note that **None** removes any applied bevels.

You can alter the bevel to suit your needs - see [Modifying bevels](#).

For **rounded** bevels we recommend a [light elevation](#) of 30°. At this angle the bevel blends smoothly with the object.

Tip:

- Applying a bevel to several objects:
If the objects are [grouped](#), overlapping bevels merge together. The bevel color is the same as the rear-most object in the group.
If the objects are ungrouped, each object has a separate bevel. The bevel color is the same as the object color.

Note:

You can apply bevels to any type of object. The exceptions are:

- part of a block of text (such as a single letter) - this applies the bevel to all the text
- to the curve in text along a curve.
- [contoured](#) objects.

Bevels are created using [bitmaps](#). The default bitmap resolution is 96dpi which is correct for on-screen work but may be too low for printed work. You can change the default resolution in [View](#) in the [Options](#) dialog box. Note that any change applies to new bevels, not existing ones.

[Notes on bevels and feathering](#).

Movie

`{button ,EF("XaraDemo.exe",`Bevel Using Bevels',1,`) } Using bevels`

Related Topics

[Modifying bevels](#)

[Removing a bevel](#)

[Bevel Tool](#)

Applying a shadow

The Shadow Tool creates soft shadows, which fade out to totally transparent at the edges. This looks more realistic than a solid shadow.

■ To apply a shadow

1. Select the object (see [Selecting objects](#)). (See note.)
2. Choose the Shadow Tool.
3. For a Wall shadow you can drag from the center of the object in the direction of the shadow.

For other shadow types, click one of the buttons on the Shadow Tool [Infobar](#).

You can alter the shadow to suit your needs - see [Modifying shadows](#).

Tip:

- Applying a shadow to several objects:
If the objects are [grouped](#), overlapping shadows merge (they do not get darker if they overlap).
If the objects are ungrouped, each object has a separate shadow. Overlapping areas of shadow are darker.

Note:

- You can also use the Shadow Tool to select objects - [more details](#).
- Shadows are created using [bitmaps](#). The default bitmap resolution is 96dpi which is correct for on-screen work but may be too low for printed work. You can change the default resolution in [View](#) in the [Options](#) dialog box. Note that any change applies to new shadows, not existing ones.

Movie

```
{button ,EF("XaraDemo.exe",`Shadows Using Shadows',1,`) } Using shadows
```

Related Topics

[Modifying shadows](#)

[Removing a shadow](#)

[Shadow Tool](#)

Applying an object's color to another object

You can copy colors from one [object](#) to another. This is particularly useful if you have edited the color to create a particular shade.

■ **To apply an object's color to another object**

1. Select the object that has the color you want to copy ([Selecting objects](#)).
2. Drag the 'current color' indicator patch (from the left-hand end of the Color Line) and drop it onto the object you wish to color.

Or:

■ **To apply an object's color to the selected object**

1. Open the Color Editor (**Color Editor** on the Utilities menu).
2. Drag the color picker (the "eye-dropper") off the Color Editor.
3. Stop dragging when the color picker is over the object you want to copy the color from.

Tips

- You could also drag the color from the Color Editor or the Color Gallery (selecting the object automatically selects the color in the gallery).
- You can also copy color using **Paste Attributes** (see [Pasting attributes from the clipboard](#)).
- You can drag either the line color or the fill color off the Color Line.

Related Topics

[Color Line overview](#)

[Color Editor overview](#)

Applying attributes to a selected region of text

By selecting a region of text inside a [text object](#) you can apply [attributes](#) to a small section of it. For example you could change the point size of one word in a line of text.

- **To apply attributes to a region of text**

1. Select the text region (see [Selecting text](#)).
2. Apply the required attributes. For example, drag-and-drop a color from the Color Line or change the font size.

Tip

- If you drag-and-drop an attribute onto the selected region, it will only be applied to the selected region. Note that attributes can be applied to the selected region by dragging and dropping the attribute onto the selected region.

Related Topics

[Text Tool](#)

[Color Line](#)

Applying attributes to a whole text object

If you apply an [attribute](#) to a whole [text object](#), it will affect every character in the text. If you want to apply text-specific attributes (like font size), you must select the Text Tool first.

- **To apply attributes to a whole text object**

1. Select the text object (see [Selecting objects](#)).
2. Apply the required attributes. For example click on a color on the Color Line or choose the Text Tool and change the font size.

Tips

- If the text cursor is visible, pressing Escape removes it. You can then apply attributes to the whole text object.
- You can apply attributes to a text object using drag-and-drop,. If you do this, you do not need to select the text object first. For example you can change the color of text by dragging a color from the Color Line onto the text object.

Related Topics

[Text Tool](#)

[Color Line](#)

Applying attributes to individual text characters

You can easily apply attributes to a single character inside a [text object](#).

- **To apply attributes to a single character in a text object**

1. Select the text character (see [Selecting text](#)).
2. Apply the attributes. For example, choose the Text Tool and change the font size or click on a color on the Color Line.

Tip

- You can also apply attributes to a single character by holding CTRL and using drag-and-drop. For example, dragging a fill from the Fill Gallery and dropping it on a character whilst holding down CTRL will apply a bitmap fill to one character rather than the whole text object. See [apply inside](#) for more details on applying attributes inside objects.

Related Topics

[Text Tool](#)

[Color Line](#)

Applying attributes to text

You can apply any attribute to a whole text object, a single character inside it or a selected region of it. This includes fills, line attributes and transparency.

- **What do you want to do?**
 -  [Apply attributes to a whole text object](#)
 -  [Apply attributes to a selected region of text](#)
 -  [Apply attributes to individual text characters](#)
 -  [Apply attributes to the text cursor](#)

Applying attributes to the text cursor

If attributes are applied when the text cursor is present in a text object, the attributes are applied to the text cursor and used for all the text you type in that text object. When the text cursor is moved, it takes on the attributes of the character to its left.

■ **To apply attributes to the text cursor**

1. Choose the Text Tool.
2. Insert the text cursor in the document.
3. Apply the attributes. For example, click on a color on the Color Line or choose a font size from the Text Tool Infobar.

Tips

- If you want to change the attributes for all text objects you create in future, select the Text Tool (ensuring the text cursor is not visible in the document) and set the attributes.
- You have to type something for the change of attribute to have any effect. Moving the cursor without typing discards the change of attribute.

Applying bitmap fills

You can use any of the bitmaps in the Bitmap Gallery or Fill Gallery to fill an object. You can then scale, recolor or skew the [bitmap fill](#) as required.

■ To apply a bitmap fill

1. Select the object (see [Selecting objects](#)).
2. On the Utilities menu, select **Fill Gallery** or **Bitmap Gallery** to open the gallery.
3. In the gallery click on the bitmap to be used as a fill. This selects it.
4. Click the **Fill** button in the gallery.

You can then use the Fill Tool to adjust the bitmap fill; see [Changing bitmap fills](#).

Tips

- If you apply a bitmap fill using the Fill Gallery, Xara X imports and adds the bitmap to the Bitmap Gallery for you.
- You can double-click on a bitmap in either gallery to apply it to the selected object. (CTRL-double-click closes the gallery afterwards.)
- You can also drag-and-drop a bitmap from either gallery onto any object, selected or unselected.
- You can also choose bitmaps using the Fill Tool. This is particularly useful if the bitmap is already used in the document.
- To apply the bitmap fill to an object inside another object, hold down CTRL as you drop the bitmap. See [apply inside](#).

Movie

{button ,EF("XaraDemo.exe", "BmapFill Bitmap Fills",1,`) } Using bitmap fills

Related Topics

[Fill Tool](#)

[Bitmap Gallery](#)

[Fills Gallery](#)

[Fills overview](#)

Applying bitmap transparency

You can use any of the [bitmaps](#) in the Bitmap Gallery or Fill Gallery to control the [transparency](#) of an object. You can then change the amount of transparency or scale, recolor or skew the bitmap transparency, as required. The transparency is set by the brightness of the pixels in the bitmap (as if it were grayscale).

- **To apply bitmap transparency**

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Choose **Bitmap** from the Transparency Shape drop-down list on the [Transparency Tool Infobar](#).
4. Choose a bitmap from the Bitmap list.

Or click **More** to open the [Fill Gallery](#) to choose from a wider range of bitmaps.

You can then use the Transparency Tool to adjust the bitmap transparency.

Tips

- You can also use the [Fill Gallery](#) or [Bitmap Gallery](#) to select a bitmap. Then click **Trans** (Transparency) in the gallery to use the selected bitmap.
 - Using the Fill Gallery imports the bitmap and also adds it to the Bitmap Gallery.
- For details of how to edit a bitmap transparency, see [Changing bitmap transparency](#).

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

[Bitmap Gallery](#)

[Fill Gallery](#)

Applying circular fills

You can fill objects with any of Xara X's different [fill](#) types. [Circular fills](#) are useful for creating highlights and making circles look three dimensional.

■ **To apply a circular fill**

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. SHIFT-drag from where you want the center of the fill to where you want the fill circle to end.
4. If you want a repeating fill pattern (like concentric rings), select **Repeating** from Fill Tiling on the [Fill Tool Infobar](#).

Tips

- You can also select **Circular** from the drop-down list on the [Fill Tool Infobar](#).
- You can edit the position and radius of the fill by dragging the fill handles. See [Changing circular fills](#).

Movie

`{button ,EF("XaraDemo.exe","GradFill Linear Circular Elliptical and Conical Fills",1,')} }` Using linear, circular, elliptical and conical fills

Related Topics

[Fills overview](#)

[Fill Tool](#)

Applying circular transparency

[Circular transparency](#) is one of the types of transparency you can use.

■ To apply circular transparency

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. SHIFT-drag from where you want the center of the transparency to where you want the transparency to end.
4. If you want a repeating transparency pattern (like concentric rings), select **Repeating** from Transparency Tiling on the [Transparency Tool Infobar](#).

Tips

- You can also choose **Circular** from the Transparency Shape drop-down list on the [Transparency Tool Infobar](#). A fill arrow shows you the radius of the transparency
- You can edit the position and radius of the transparency by dragging the [transparency handles](#). You can also change the transparency levels. See [Changing circular transparency](#) for details.

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

Applying conical fills

You can fill objects with any of Xara X's different [fill](#) types. [Conical fills](#) are useful for creating the illusion of a cone or other object lit from the side.

■ To apply a conical fill

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Choose **Conical** from the Fill Type drop-down list on the [Fill Tool Infobar](#).
4. Drag from where you want the center of the fill in the direction of the light source.

A semicircular [fill arrow](#) shows you the angle of the fill.

Tip

- You can edit the position and angle of the fill by dragging the fill handles. See [Changing conical fills](#) for details.

Movie

`{button ,EF("XaraDemo.exe", "GradFill Linear Circular Elliptical and Conical Fills",1,')} }` Using linear, circular, elliptical and conical fills

Related Topics

[Fills overview](#)

[Fill Tool](#)

Applying conical transparency

[Conical transparency](#) is one of the types of transparency you can use.

■ To apply conical transparency

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Choose **Conical** from the Transparency Shape drop-down list on the [Transparency Tool Infobar](#).
4. Drag from the center of the transparency (the point of the cone) to create the conical transparency. During the drag a semicircular [transparency arrow](#) shows you the direction of the conical transparency.

For details of how to edit the conical transparency, see [Changing conical transparency](#).

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

Applying diamond fills

You can fill objects with any of Xara X's different fill types including [diamond fills](#).

■ To apply a diamond fill

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Choose **Diamond** from the Fill Type drop-down list on the [Fill Tool Infobar](#).
4. Drag from the center of the fill to create the diamond shape the way you want it. This creates a square diamond fill, drag the [fill handles](#) to stretch or squash the fill.
5. If you want a repeating fill pattern, select **Repeating** from the Fill Tiling drop-down list.

Tip

- You can later edit the position, extent and angle of the fill by dragging the fill handles. See [Changing diamond fills](#) for details.

Related Topics

[Fills overview](#)

[Fill Tool](#)

Applying diamond transparency

[Diamond transparency](#) is one of the types of transparency you can use.

■ To apply diamond transparency

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Choose **Diamond** from the drop-down list on the [Transparency Tool Infobar](#).
4. Drag from the center of the transparency. This creates a square transparency. Drag the transparency handles to stretch and squash the diamond. A pair of [transparency arrows](#) shows you the angles of the sides and size of the diamond transparency.
5. If you want a repeating transparency pattern, select **Repeating** from the Transparency Tiling drop-down list

For details of how to edit the diamond transparency, see [Changing diamond transparency](#).

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

Applying elliptical fills

You can fill objects with any of Xara X's different fill types. [Elliptical fills](#) are useful for creating highlights.

■ To apply an elliptical fill

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool
3. Choose **Elliptical** from the drop-down list on the [Fill Tool Infobar](#).
4. Drag from the center of the fill to create the fill. This creates a circular fill. Drag the [fill handles](#) to create an elliptical fill.
5. If you want a repeating fill pattern (like concentric rings), select **Repeating** from Fill Tiling on the [Fill Tool Infobar](#).

Tip

- You can later edit the position, extent and angle of the fill by dragging the fill handles. See [Changing elliptical fills](#) for details.

Movie

`{button ,EF("XaraDemo.exe","GradFill Linear Circular Elliptical and Conical Fills",1,')} }` Using linear, circular, elliptical and conical fills

Related Topics

[Fills overview](#)

[Fill Tool](#)

Applying elliptical transparency

[Elliptical transparency](#) is one of the types of transparency you can use.

■ To apply elliptical transparency

1. Select the object ([Selecting objects](#)).
2. Choose the Transparency Tool.
3. Choose **Elliptical** from the Transparency Shape drop-down list on the [Transparency Tool Infobar](#).
4. Drag from the center of the transparency. This creates a circular transparency. Drag the transparency handles to create the ellipse. A pair of [transparency arrows](#) shows you the angle and size of the elliptical transparency.
5. If you want a repeating transparency pattern (like concentric rings), select **Repeating** from the Transparency Tiling drop-down list

For details of how to edit the elliptical transparency, see [Changing elliptical transparency](#).

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

Applying fills

The Fill Tool can be used to apply [fills](#) to any text, shape or QuickShape object. For information on fills, see the [Fills Overview](#).

- [Applying linear fills](#)
- [Applying circular fills](#)
- [Applying elliptical fills](#)
- [Applying conical fills](#)
- [Applying diamond fills](#)
- [Applying three color fills](#)
- [Applying four color fills](#)
- [Applying bitmap fills](#)
- [Applying fractal fills](#)
- [Creating multi-stage fills](#)

Movies

{button ,EF("XaraDemo.exe", "BmapFill Bitmap Fills",1,`) } Using bitmap fills

{button ,EF("XaraDemo.exe", "Fractals Fractal Fills",1,`) } Using fractal cloud fills

{button ,EF("XaraDemo.exe", "GradFill Linear Circular Elliptical and Conical Fills",1,`) } Using linear, circular, elliptical and conical fills

Related Topics

[Changing fills](#)

[Fill Tool](#)

Applying flat transparency

[Flat transparency](#) is one of the types of transparency you can use.

■ To apply flat transparency

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. If the object already has transparency applied, choose **Flat** from the drop-down list on the [Transparency Tool Infobar](#).
4. Drag the Transparency Slider on the Infobar to select the required level of transparency.

Tips

- Applying flat transparency to an object with an outline (or a line) also applies the transparency to the line. To remove the line transparency, change the object's line color. See [Coloring objects](#) for details.
- To change the transparency, just select the object and move the slider on the Infobar. See [Changing flat transparency](#).

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

Applying four color fills

You can fill objects with any of Xara X's different [fill](#) types. [Four color fills](#) are useful for creating highlights and other more complex effects.

■ To apply a four color fill

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Choose **Four Color** from the Fill Type drop-down list on the [Fill Tool Infobar](#).
4. Drag across the object to apply the fill.
5. If you want a repeating fill pattern, select **Repeating** from Fill Tiling on the [Fill Tool Infobar](#).

Tips

- You can edit the positions of the points in the fill by dragging the [fill handles](#). See [Changing four color fills](#) for details.
- You can create a variety of pattern fills using four color fills, see [Creating simple fill patterns](#).

Related Topics

[Fills overview](#)

[Fill Tool](#)

Applying four point transparency

[Four point transparency](#) is one of the types of transparency you can use.

■ **To apply four point transparency**

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Choose **Four point** from the Transparency Shape drop-down list on the [Transparency Tool Infobar](#).
4. Drag from the center of the transparency. This creates a square of four transparency handles, each with their own transparency levels. A pair of [transparency arrows](#) shows you the angles of the sides of the square. The four handles will always stay in the form of a parallelogram.
5. If you want a repeating transparency pattern, select **Repeating** from the Transparency Tiling drop-down list.

For details of how to edit four point transparency, see [Changing four point transparency](#).

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

Applying fractal fills

You can fill objects with any of Xara X's different [fill](#) types including [Fractal Cloud](#) and [Fractal Plasma](#). Each fractal fill is unique. After applying a fractal fill you can then edit it to create exactly the effect you want.

■ To apply a fractal fill

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Choose **Fractal Clouds** or **Fractal Plasma** from the Fill Type drop-down list on the [Fill Tool Infobar](#).

A pair of [fill arrows](#) shows you the extent and angle of the fill. For details of editing a fractal fill, see [Changing fractal fills](#).

Movie

{button ,EF("XaraDemo.exe", "Fractals Fractal Fills",1,`) } Using fractal cloud fills

Related Topics

[Fills overview](#)

[Fill Tool](#)

Applying fractal transparency

You can use [Fractal Cloud transparency](#) or [Fractal Plasma transparency](#) to create the effect of mist or clouds or a random pattern. Each fractal pattern is unique. After applying fractal transparency you can then edit it to create exactly the effect you want.

■ **To apply fractal fill**

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Choose **Fractal Clouds** or **Fractal Plasma** from the drop-down list on the [Transparency Tool Infobar](#).

For details of how to edit fractal transparency, see [Changing fractal transparency](#).

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

Applying linear fills

You can fill objects with any of Xara X's different [fill](#) types. [Linear fills](#) are useful for simple shading.

■ To apply a linear fill

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Drag from where you want the fill to start to where you want the fill to end. During the drag a [fill arrow](#) shows you the start and end of the linear fill.
4. If you want a repeating fill pattern (like a series of bars), select **Repeating** from Fill Tiling on the [Fill Tool Infobar](#).

Tips

- This method does not work if the object already has a (non-linear) fill applied. In this case, choose **Linear** from the Fill Type drop-down list on the [Fill Tool Infobar](#).
- You can later move the start and end points and change the colors of the fill - see [Changing linear fills](#).

Related Topics

[Fills overview](#)

[Fill Tool](#)

Applying linear transparency

[Linear transparency](#) is one of the types of transparency you can use.

■ To apply linear transparency

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool
3. Drag from where you want the linear transparency to start to where you want it to end. During the drag a [transparency arrow](#) shows you the start and end of the linear transparency.
4. If you want a repeating transparency pattern (like bars), select **Repeating** from the Transparency Tiling drop-down list

Tips

- This method does not work if the object already has a (non-linear) transparency applied. In this case, choose **Linear** from the Transparency Shape drop-down list on the [Transparency Tool Infobar](#).
- You can later move the start and end points and change the transparency of the two points - see [Changing linear transparency](#) for details.

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

Applying molds

Molds let you distort objects to create either a perspective effect (perspective mold) or stretched and squashed effect (envelope mold).

■ To apply a mold

1. Select the object to be molded (see Selecting objects).
2. Choose the Mold Tool.
3. Choose the required envelope or perspective mold shape from the Mold Tool Infobar.

Tips

- If you need a specific mold shape that isn't provided, choose the default perspective or envelope mold and reshape as required.
- You can apply perspective molds to bitmaps.
- You can also use the shape on the clipboard as a mold. For use as an envelope mold, the shape must have four sides (straight or curved). For use as a perspective mold, the shape must have four, straight sides.

Movies

{button ,EF("XaraDemo.exe","Envelope Envelope molds",1,"") } Using envelope molds

{button ,EF("XaraDemo.exe","Perspect Perspective molds",1,"") } Using perspective molds

Related Topics

Molds

Mold Tool

Applying special effects to bitmaps

These special effects are supplied with Xara X:

- [Custom](#)
- [Isolate Points](#)
- [Edge Detection](#)
- [Laplacian](#)
- [Dilation](#)
- [Robert's Cross](#)
- [Sharpen](#)
- [Blur](#)

You can also use plug-ins from other companies to extend the range of effects available to you. See [Bitmap effects plug-ins](#) for more details.

▪ To apply one of Xara X's special effects

1. Select the bitmap (see [Selecting objects](#)).
2. From [Bitmap Effects & Plug-ins](#) on the Utilities menu, choose **Bitmap Effects**.
3. Choose **Special Effects**.
4. Select the effect you want.
5. Move the slider.
6. Click **OK** to insert the new, altered bitmap into the document.

Tips:

- You can also select a bitmap in the Bitmap Gallery and then click the **Plug-ins** button on the Gallery.

Movie

```
{button ,EF("XaraDemo.exe", `Beffects Bitmap special effects',1,`) } Bitmap special effects
```

Applying three color fills

You can fill [objects](#) with any of Xara X's different [fill](#) types. [Three color fills](#) are useful for creating highlights and other more complex effects.

■ **To apply a three color fill**

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Choose **Three Color** from the Fill Type drop-down list on the [Fill Tool Infobar](#).
4. Drag across the object to apply the fill.
5. If you want a repeating fill pattern, select **Repeating** from Fill Tiling on the [Fill Tool Infobar](#).

Tips

- You can edit the positions of the points in the fill by dragging the [fill handles](#). See [Changing three color fills](#) for details.
- You can create a variety of pattern fills using three color fills, see [Creating simple fill patterns](#).

Related Topics

[Fills overview](#)

[Fill Tool](#)

Applying three point transparency

[Three point transparency](#) is one of the types of transparency you can use.

■ To apply three point transparency

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Choose **Three point** from the Transparency Shape drop-down list on the [Transparency Tool Infobar](#).
4. Drag from the center of the transparency. This creates a triangle of three transparency handles, each with their own transparency levels. A pair of [transparency arrows](#) shows you the angles of the sides of the triangle.
5. If you want a repeating transparency pattern, select **Repeating** from the Transparency Tiling drop-down list.

For details of how to edit three point transparency, see [Changing three point transparency](#).

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

Applying transparency

With the Transparency Tool you can make any object transparent using a wide range of transparency shapes. For information about transparency, see the Transparency Overview.

- [Applying flat transparency](#)
- [Applying linear transparency](#)
- [Applying circular transparency](#)
- [Applying elliptical transparency](#)
- [Applying conical transparency](#)
- [Applying diamond transparency](#)
- [Applying three point transparency](#)
- [Applying four point transparency](#)
- [Applying bitmap transparency](#)
- [Applying fractal transparency](#)

Note:

- Shadows created with the Shadow Tool use bitmap transparency to create the shadow effect. This means you cannot apply transparency to a shadow.

Movie

{button ,EF("XaraDemo.exe", "Transpar Simple Transparency Effects", 1, `) } Using transparency

Related Topics

- [Transparency Tool](#)
- [Removing transparency](#)

Arrange Control Bar



[Bring to Front](#)



[Put to Back](#)



[Move Forwards](#)



[Move Backwards](#)



[Move to Layer in Front](#)



[Move to Layer Behind](#)



[Group](#)



[Ungroup](#)



[Alignment](#)



[Convert to Editable Shapes](#)



[Join Shapes](#)



[Break Shapes](#)



[Add Shapes](#)



[Subtract Shapes](#)



[Intersect Shapes](#)



[Slice \(cut\) Shapes](#)



[Fit Text to Curve](#)

{button ,KL('control bars,list of default control bars',0,`____No_Topics_Found`,`)} Related Topics

Arrange Icons (Window Menu)

Arrange Icons arranges the icons of all minimized documents at the bottom left-hand corner of the main Xara X window.

Arrange Menu

- Move to Layer in Front/Move to Next Frame
- Bring To Front
- Move Forwards
- Move Backwards
- Put To Back
- Move to Layer Behind/Move to Previous Frame
- Group
- Ungroup
- Apply ClipView (or Remove ClipView)
- Alignment
- Join Shapes
- Break Shapes
- Combine Shapes
- Convert Line to Shape
- Convert to Editable Shapes
- Create Bitmap Copy
- Fit Text to Curve (or Remove Text From Curve)

Arrange Views (Window Menu)

Arrange Views tiles all the open document views to fill the main Xara X window.

Attributes Overview

Attributes are properties or characteristics of the objects in your drawings. There are many types of attribute, the most common is color. When you drag a color from the Color Line onto an object in your drawing, you are giving it a new color attribute. With color there are two types of attribute, the fill color (the color filling the middle of the shape) and the line color (the color out the line or outline). You can apply any type of attribute to any type of object, but some objects will ignore some attributes. For example if you apply a font size to a rectangle. Some other examples of attributes are font size, line width (thickness) and transparency.

When you draw a new object, the attributes the new object uses are the current attributes. For example, if the current attributes include a red fill color and a yellow line color, all the objects you draw will first appear filled with red with a yellow outline.

You can easily change the current attributes so all the new objects you draw have the same characteristics. To change the current attributes, change the attribute with no objects selected. For more information, see Setting the current attributes. Remember the current attributes for text are separate from those for other types of object.

You can set the program up so each new object uses the attributes from the previous object you changed. So for example if you draw a rectangle and fill it with green, the next object you draw will be green. To change the program in this way, choose **Give New Objects Most Recent Attributes** in the General Options (see General Options).

Related Topics

[Fill Tool](#)

[Transparency Tool](#)

[Color Line overview](#)

BMP Export Dialog Box

The BMP (Windows Bitmap) export bitmap dialog box is opened by selecting **BMP** as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. For details of how to create a BMP file, see [Creating BMP files](#).

- [Preview boxes](#)
- [Palette Options](#)
- Bitmap Options - this tab is blank for BMP format
- [Bitmap Size](#)
- [Image Map](#)
- [Browser Preview](#)
- [Export/Apply Button](#) (see Note)

Note

This button reads **Apply** when setting options in the [Name Gallery](#) (because you are setting options prior to Exporting a sliced image). Otherwise it reads **Export**.

Bar Properties Dialog Box

This dialog box has two uses:

- Creating a new navigation bar (click **New** on the Button & NavBar Tool Infobar). For this, you create the design for a single button and use this dialog box to create the other buttons.
- Editing an existing navigation bar (click **Edit properties** on the Button & NavBar Tool Infobar). This lets you change the number of buttons and so on in the navigation bar.

You can also use this dialog box to create a BackBar. (A graphic that appears behind the buttons.)

▪ To display the Bar Properties dialog box

1. Select the Button & NavBar Tool
2. Select the entire button design - see Selecting navigation bar objects.
3. Click **New** or **Edit properties**. For more information see Creating Navigation Bars and Creating Rollovers.
 - Number of buttons - the number of buttons to create
 - Direction of bar - horizontal, vertical or custom
 - Button spacing - the distance between buttons
 - Button stretching - how you want buttons to stretch
 - Buttons are all... - different width or same width buttons
 - Groups are prevented from stretching

When creating bars:

Any changes you make apply when you click **Create**

- Make BackBar from backmost object
- Create
- Cancel

When modifying bars:

Any changes you make immediately update the buttons.

- Create/Redefine (a BackBar)
- Close

Movie

{button ,EF("XaraDemo.exe",`NavBar Creating Navigation Bars`,1,`) } Creating Navigation Bars

{button ,KL(`navigation bars`,0,`____ No_Topics_Found`,`)} Related Topics

Bar Properties dialog box - Make BackBar

A BackBar appears behind the [navigation bar](#) buttons. Changing the number or size of buttons automatically resizes the BackBar. For more information see [Creating a BackBar](#).

`{button ,KL('navigation bars',0,'____No_Topics_Found','')} Related Topics`

Bar Properties Dialog Box - Bar Direction

Used when creating multibutton [navigation bars](#). These bars can be displayed vertically or horizontally both in Xara X and on the web page. Alternatively you can define your own positioning of the buttons (**User defined**). This option has no effect on the bitmaps of the buttons, only the HTML code that is automatically created when you click **Export**. For more information see [Creating Navigation Bars](#).

{button ,KL('navigation bars',0,`____No_Topics_Found`,`)} Related Topics

Bar Properties Dialog Box - Button Spacing

Dimmed for **User defined** bar direction (because the buttons can then have unequal spacing).

Lets you space the buttons when displayed in a web page [navigation bar](#). This option affects the HTML code exported when you export the buttons. It has no effect on the exported buttons themselves. For more information see [Creating Navigation Bars](#).

Technical note: this adds a VSPACE or HSPACE attribute to the HTML IMG tag.

`{button ,KL('navigation bars',0,'____No_Topics_Found','')} Related Topics`

Bar Properties dialog box - Button stretching

You can create [navigation bar](#) buttons that stretch as you change the amount of text on them.

Is static

Changing the text does not change the size of the button.

Extends

As you change the text, the button stretches from its center.

Scales

As you change the text, the button stretches - the same effect as [stretching the object using the Selector Tool](#).

An example of the difference between Extend and Scales is a rectangle with rounded ends. Extend stretches the center of the rectangle; the corner radius is unchanged. Scales elongates the entire rectangle and the round corners become elliptical.

If you want some objects in the button non-stretching, [group them](#) and then select [Groups are prevented from stretching](#) in the dialog box.

{button ,KL('navigation bars',0,`_____No_Topics_Found`,`)}} Related Topics

Bar Properties dialog box - Buttons are all...

You can create [navigation bar](#) buttons that stretch as you change the amount of text on them.

The same size

Stretching one button in the navigation bar changes the size of all buttons.

Independent size

Stretching a button does not change the other buttons.

`{button ,KL('navigation bars',0,`____No_Topics_Found`,`)} Related Topics`

Bar Properties Dialog Box - Create button

Create and display a bar using the current settings in the dialog box. For more information see [Creating Navigation bars](#).

Bar Properties dialog box - Group stretching

You can create navigation bar buttons that stretch as you change the amount of text on them. You might not want all objects to stretch and this option marks groups as non-stretching. (A group can consist of a single object.) Thus you can group objects you want as non-stretching and then select this option.

Note:

The Button Stretching option controls whether the button stretches as you change the text. This option just controls stretching of groups.

`{button ,KL('navigation bars',0,`____No_Topics_Found`,`)} Related Topics`

Bar Properties Dialog Box - Number of Buttons

This field lets you specify the number of buttons you want on your [navigation bar](#). For more information see [Creating Navigation Bars](#).

`{button ,KL('navigation bars',0,`____No_Topics_Found`,`)} Related Topics`

Bars (Window Menu)

The Bars submenu of the Window menu controls the enabling/disabling of the Color Line, Status Line, [Scrollbars](#) and [Rulers](#).

- [Color Line](#)
- [Status Line](#)
- [Scrollbars](#)
- [Rulers](#)

Related Topics

[Color Line](#)

[Status Line](#)

Batch exporting bitmaps

You might create a drawing containing a set of themed graphics (such as all the graphics on a web site). These may use a common color. In the future you might decide to change the color, which means you need to reexport all the graphics. In Xara X you can use batch exporting to update all the graphics.

■ To batch export graphics

This assumes you have already exported the graphics to disk. (The Name Gallery stores the file names used and the export parameters - this information is used when batch exporting.)

1. Make any required changes to the graphics.
2. Open the [Name Gallery](#).
3. If you want to change the file format or export parameters, do so at this stage. See [Export parameters](#).
4. In the **Used names** section click on the first name you want to export.
5. To select another names, SHIFT-click on the last name.
Or to select a block of names, SHIFT-click on the last name.
6. Click **Export** in the Name Gallery.

{button ,KL('exporting,documents',0,` ____No_Topics_Found`,`')} Related Topics



Bevel Tool - Bevel settings



The slider and text box let you control the bevel size, contrast, or light angle or elevation. Use the [Slider type](#) list to select which option the slider/text box currently controls.

You can either drag the slider or, for precise values, type into the text box.

`{button ,KL('bevels',1,`____No_Topics_Found`,`)} Related Topics`



Bevel Tool - Bevel Type

This control lets you select the shape of the bevel. Choose from the drop-down list. Choose **None** to remove any applied bevel.

`{button ,KL('bevels',1,` ____ No_Topics_Found',`)} Related Topics`

▪ Bevel Tool - Inner/Outer bevel



Bevels can be:

- Inner - displays the bevel inside the object. The size of the objects remains the same.
- Outer - displays the bevel outside the object and makes it bigger.

Which you use depends on the effect you want to create.

`{button ,KL('bevels',1,`___ No_Topics_Found`,`)} Related Topics`

▪ Bevel Tool - Join style



These buttons control the shapes of corners for the bevel. Options are: miter, round and beveled. Note that these buttons duplicate options on the Contour Tool Infobar and the Line Gallery.

{button ,KL('bevels',1,` ____ No_Topics_Found',`)} Related Topics

▪ Bevel Tool - Slider Type



To save space on the Infobar, the slider can control several options. Select which from this list. Options are:

- Size - the bevel size; see [Changing the bevel size](#)
- Contrast - the contrast between light and dark areas
- Light angle - the direction of the light that creates the bevel effect
- Light elevation - the angle of the light to the surface of the document

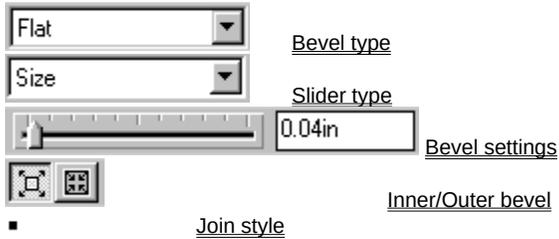
For how to use Contrast, Light Angle and Light Elevation see [Changing the bevel light source](#).

`{button ,KL('bevels',1,`____No_Topics_Found`,`)} Related Topics`

▪ Bevel Tool Overview CTRL+F3

Bevels give objects an appearance of depth instead of being flat on the page. Bevels are resolution independent so you can scale them without losing quality.

Bevel Tool Infobar controls:



- [Join style](#)
- **Tip:**
 - Applying a bevel to several objects:
If the objects are grouped, overlapping bevels merge together. The bevel color is the same as the rear-most object in the group.
 - If the objects are ungrouped, each object has a separate bevel. The bevel color is the same as the object color.

Movie

{button ,EF("XaraDemo.exe",`Bevel Using Bevels',1,`) } Using bevels

Bevel Tool operations:

- [Applying a bevel](#)
- [Removing a bevel](#)
- [Modifying a bevel](#)

Bevel direction

Bevels can be inside the object or outside. Outside bevels make objects larger; inside bevels do not change the object size.

To change bevel direction:

1. Select the object (see [Selecting objects](#)).
2. Choose the Bevel Tool.
3. If necessary apply a bevel (see [Applying a bevel](#)).
4. Click either the **Inner** or **Outer** button.

Tip:

- If you have several beveled objects selected, any changes apply to all the bevels.

Movie

{button ,EF("XaraDemo.exe",`Bevel Using Bevels',1,`) } Using bevels

Related Topics

[Applying a bevel](#)

[Modifying a bevel](#)

[Removing a bevel](#)

[Bevel Tool](#)

Bevel Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a bevel, it contains the following options:

- [Bevel Tool](#)

- [Cut](#)
- [Copy](#)
- [Paste](#)

- [Delete](#)
- [Duplicate](#)
- [Clone](#)

- [Convert to Editable Shapes](#)
- [Create Bitmap Copy](#)
- [Combine Shapes](#)

- [Imagesetting](#)

- [Web Address](#)
- [Color Editor](#)

{button ,KL('pop-up menus',0,`____No_Topics_Found`,``)} Related Topics

Bitmap Effect & Plug-ins (Utilities Menu)

You can open this menu from:

- the Utilities menu - this lets you apply an effect to the bitmap selected in the document
- right-clicking on a bitmap - this lets you apply an effect to the bitmap you clicked on
- the Bitmap Gallery - this lets you apply an effect to the bitmap selected in the Bitmap Gallery.

CoreIXARA users: please note that this option is now on the **Utilities** menu.

The menu is split into sections:

Bitmap Effects submenu:

Xara X includes these effects as standard:

[Brightness and Contrast](#)

[Color Depth](#)

[Flip and Rotate](#)

[Resize](#)

[Special Effects](#)

Configure plug-ins:

This opens the [Plug-ins Options tab](#).

The other two sections control any Photoshop plug-ins you have installed. See [Bitmap effects plug-ins](#) for more details.

- The next item shows the name of the last plug-in effect you applied. This is a quick way of applying the same effect to other bitmaps.
- The last section displays the names of any Bitmap Effects plug-ins installed in Xara X. See [Installing plug-ins](#).

Bitmap Effects - Brightness and Contrast

You can use this dialog box to create a new [bitmap](#) that has a different brightness or contrast from the original. For more details, see [Changing the brightness and contrast of bitmaps](#).

The original bitmap is always shown in the panel on the left, and the proposed result on the panel on the right.

When opened, the dialog box shows, on the left-hand side:

- If you opened this dialog box from the **Plug-ins** button on the [Bitmap Gallery](#), the bitmap you selected in the Gallery.
- The currently selected bitmap.
- The [default bitmap](#) if no bitmap is currently selected.

You can choose a different bitmap using the drop-down list.

Click **OK** to add the altered bitmap (displayed on the right-hand side) to the Bitmap Gallery. The original bitmap is unchanged.

The altered bitmap replaces any selected bitmaps in the document.

`{button ,KL('bitmaps',0,`____No_Topics_Found`,`)}`} Related Topics`

Bitmap Effects - Color Depth

The Color Depth dialog box lets you change the number of colors in a [bitmap](#). For more information on changing the number of colors in a bitmap, see [Changing the number of colors in bitmaps](#).

The original bitmap is always shown in the panel on the left, and the proposed result on the panel on the right.

When opened, the dialog box shows, on the left-hand side:

- If you opened this dialog box from the **Plug-ins** button on the [Bitmap Gallery](#), the bitmap you selected in the Gallery.
- The currently selected bitmap.
- The [default bitmap](#) if no bitmap is currently selected.

You can choose a different bitmap using the drop-down list.

Click **OK** to add the altered bitmap (displayed on the right-hand side) to the Bitmap Gallery. The original bitmap is unchanged.

The altered bitmap replaces any selected bitmaps in the document.

`{button ,KL('bitmaps',0,`____No_Topics_Found`,`)}`} Related Topics`

Bitmap Effects - Flip and Rotate

The Flip and Rotate dialog box can be used to flip and rotate bitmaps by multiples of 90 degrees. For more details, see Flipping and rotating bitmaps.

The original bitmap is always shown in the panel on the left, and the proposed result on the panel on the right.

When opened, the dialog box shows, on the left-hand side:

- If you opened this dialog box from the **Plug-ins** button on the Bitmap Gallery, the bitmap you selected in the Gallery.
- The currently selected bitmap.
- The default bitmap if no bitmap is currently selected.

You can choose a different bitmap using the drop-down list.

Click **OK** to add the altered bitmap (displayed on the right-hand side) to the Bitmap Gallery. The original bitmap is unchanged.

The altered bitmap replaces any selected bitmaps in the document.

{button ,KL('bitmaps',0,`____No_Topics_Found`,`)} Related Topics

Bitmap Effects - OK Button

This button add the altered bitmap (displayed on the right-hand side) to the Bitmap Gallery. The original bitmap is unchanged. The altered bitmap replaces any selected bitmaps in the document.

Bitmap Effects - Resize

The Resize dialog box provides facilities to alter the size (resolution) of a [bitmap](#). For more details, see [Scaling bitmaps](#).

- **Lock Aspect Ratio:** If the Lock Aspect Ratio option is set, only one of the values for the new size of the bitmap need be entered as the [aspect ratio](#) of the original bitmap is retained. De-selecting this makes it possible to stretch and squash the bitmap.
- **Linear Interpolation:** It is recommended that Linear Interpolation is left selected as it will result in a much smoother end result. If it is de-selected the resulting bitmap is likely to be 'chunky'.

The original bitmap is always shown in the panel on the left, and the proposed result on the panel on the right.

When opened, the dialog box shows, on the left-hand side:

- If you opened this dialog box from the **Plug-ins** button on the [Bitmap Gallery](#), the bitmap you selected in the Gallery.
- The currently selected bitmap.
- The [default bitmap](#) if no bitmap is currently selected.

You can choose a different bitmap using the drop-down list.

Buttons:

[Test](#)

[OK](#)

{button ,KL('bitmaps',0,`____No_Topics_Found`,`)} Related Topics

Bitmap Effects - Special Effects

The Special Effects dialog box provides various effects that can be applied to [bitmaps](#). For more details, see [Applying special effects to bitmaps](#).

The original bitmap is always shown in the panel on the left, and the proposed result on the panel on the right.

When opened, the dialog box shows, on the left-hand side:

- If you opened this dialog box from the **Plug-ins** button on the [Bitmap Gallery](#), the bitmap you selected in the Gallery.
- The currently selected bitmap.
- The [default bitmap](#) if no bitmap is currently selected.

You can choose a different bitmap using the drop-down list.

Click **OK** to add the altered bitmap (displayed on the right-hand side) to the Bitmap Gallery. The original bitmap is unchanged. The altered bitmap replaces any selected bitmaps in the document.

{button ,KL('bitmaps',0,`____No_Topics_Found`,`)} Related Topics

Bitmap Effects - Test Button

To see the result of applying the bitmap effect, click the **Test** button. When using the brightness and contrast tab, the display is interactive and you need not use this button

Bitmap Effects Plug-ins

Xara X already includes a range of bitmap effects but you extend this range using plug-ins from other companies. Suitable plug-ins are 32-bit PC plug-ins designed for Adobe Photoshop (Apple Mac plug-ins are not suitable.) There is a wide range of plug-ins available. These can be described as import, export, filter or effects. Xara X can use **effects** plug-ins, not the other types.

Applying plug-in effects

- **To the selected bitmap:** use Bitmap Effects & Plug-ins on the Utilities menu.
- **To any bitmap:** right-click on the bitmap and choose Plug-ins from the pop-up menu.
- **To a bitmap in the Bitmap Gallery:** select the bitmap in the Gallery then click the Plug-ins gallery button.

For more information on a plug-in, refer to the documentation supplied with it. We have not tested all plug-ins suitable for use with Xara X (there are hundreds), but you can find details on those we have tried on the Xara web site:

[Plug-ins page](#) ■

Related Topics

[Installing plug-ins](#)

[Removing plug-ins](#)

[Plug-ins troubleshooter](#)

Bitmap Export Dialog Box

This dialog box is used when exporting GIF, JPEG, PNG and BMP files. The range of options and tabs you see depends on which bitmap format you chose.

- [Preview boxes](#)
- [Palette Options](#)
- [GIF Options Tab](#)
- [JPEG Options Tab](#)
- [PNG Options Tab](#)
- [Bitmap Size Tab](#)
- [Image Map Tab](#)
- [Browser Preview](#)
- [Export Button](#)

Movies

{button ,EF("XaraDemo.exe",`Bexport Exporting Bitmaps',1,`) } Bitmap export

{button ,EF("XaraDemo.exe",`Palette Bitmap Export - Palette Optimization',1,`) } Bitmap Export - Palette optimization

{button ,EF("XaraDemo.exe",`Bxoption Bitmap Export - Option tab',1,`) } Bitmap Export - Options tab

{button ,EF("XaraDemo.exe",`Bxsize Bitmap Export - Size tab',1,`) } Bitmap Export - Size tab

{button ,EF("XaraDemo.exe",`Bxpview Bitmap Export - Preview tab',1,`) } Bitmap Export - Preview tab

Related Topics

[Bitmaps overview](#)

[Internet bitmap overview](#)

Bitmap Export Dialog Box - Area to Save

The bitmap can be created using one of three areas of the document:

- Spread The whole page or spread area. Caution: this can create very large bitmaps.
- Drawing The area covered by objects.
- Selection The area covered by the objects in the selection. Dimmed unless there are selected objects.

Bitmap Export Dialog Box - BMP Compression

No longer used.

You can export 16 color (4bpp) and 256 color (8bpp) BMP files in compressed format. Types of compression available:

RLE Run length encoding compression.

RGB No compression.

Bitmap Export Dialog Box - Bitmap Size

Enter the width and height of the bitmap here (in pixels).

Tip

- This bitmap format does not store the resolution information in the file. This is why the resolution drop-down list is dimmed.

Bitmap Export Dialog Box - Bitmap Size (and Resolution)

This section is not present when saving from the Bitmap Gallery, as you cannot resize the bitmap.

Bitmap Size and Resolution

The size of the exported bitmap can be set in two ways:

Resolution Type the resolution into the dpi field. The Width and Height are calculated from this to ensure the aspect ratio of the area being exported is fixed.

Size Type the required width or height into one of the fields. Note that the aspect ratio of the drawing is fixed so only one dimension can be set - the other is calculated automatically.

Tip

- Choosing a resolution of 96dpi ensures the bitmap is the same size as the objects on screen (at 100% magnification).

Area to Save

The bitmap can be created using one of these areas of the document:

Page The whole page area.

Drawing The area covered by objects.

Selection The area covered by the objects in the selection. Only available when objects are selected.

Anti-aliasing

Anti-aliasing improves the appearance of graphics by smoothing jagged edges.

Maintain Screen Anti-aliasing Create the bitmap using the anti-aliasing displayed on the monitor screen. (That is, do not change the anti-aliasing.) This is useful if you have positioned the objects to create a precise anti-aliasing effect.

Minimize Visible Anti-aliasing On export, reposition the objects by up to a pixel to minimize the anti-aliasing required for good results. If in doubt which option to use, select this. (Note for CorelXARA 2.0 [and earlier] users: this is how CorelXARA 2.0 exported bitmaps.)

Put HTML Image Tag on Clipboard

This lets you save out the basic HTML IMG tag information when you save the bitmap. You can then paste the tag into an HTML page using a text editor and modify it if necessary. The tag is saved like this:

```

```

Where "**name**" is the filename and **xxx** are the width and height in pixels. If you save the graphic to a different folder to the HTML page, you need to edit the filename to point to that folder.

Notes

- Putting the tag on the clipboard overwrites any existing contents of the clipboard.
- There is an option on the Image Map tab to save an image map to the clipboard. Selecting either of these clipboard options automatically deselects the other option.

Movie

```
{button ,EF("XaraDemo.exe", `Bxsize Bitmap Export - Size tab`,1,`) } Bitmap Export - Size tab
```

Bitmap Export Dialog Box - Browser Preview

Using the Preview boxes in the Export dialog box, you can select the best compromise of file size and quality for web graphics. However the best test is checking how the graphic looks in a web browser. This option lets you select options suitable for the graphic and then load it into your browser. For more details, see [Previewing bitmaps](#).

This testing is particularly useful when the graphic has clickable areas ([image maps](#)). You can load the graphic and quickly check that that the areas are defined as you expect and the addresses are correct.

Background Options

- **Plain background** - This uses the regular background of the browser; that is, gray for Internet Explorer and white for Netscape Navigator.
- **Document background** - This is dimmed unless you have specified a page background (see [Changing the background](#)) for Xara X. This option uses the Xara X background behind the graphic.
- **Bitmap as background** - This displays the graphic as the background on the browser and tiles (repeats) the graphic as required. It lets you check that the graphic tiles seamlessly.
- **Checkered background** - This displays the graphic against a checker pattern. The main use is verifying that transparent areas of the graphic appear correctly.

Additional Information

- **Include Image Information** - The browser displays information which is useful as a check as to what parameters you have set.
- **Include Image Map** - This also exports the associated image map. This lets you test that clickable areas in the graphic work correctly. For more information on Image Maps, see the [Image Map Overview](#).

Show all previews in browser

Select this option to automatically update the browser preview every time you change the bitmap export options. Note that changing the Background and Additional Information options do not automatically update the browser preview - click the **Browser Preview** button to update the preview.

Browser Preview

Click this button to preview your bitmap in your web browser.

Movie

```
{button ,EF("XaraDemo.exe", `Bxpview Bitmap Export - Preview tab',1,`) } Bitmap Export - Preview tab
```

Bitmap Export Dialog Box - Color Depth

Color Depth

You can create bitmaps with the following number of colors:

24 bit	Millions of colors
8 bit	256 colors
4 bit	16 colors
1 bit	2 colors

Many bitmap formats support only some of these color options. For example, the GIF format supports 256, 16 or 2 colors. Other options are dimmed.

Bitmap Export Dialog Box - Colors

The dialog box shows you the range of colors for the current settings. (For 256 or fewer color formats only; formats above 256 colors use a fixed palette of colors. Not all bitmaps formats support more than 256 colors.) Each colored square can give you extra information about that color:

- (white surround) the selected color.
- (small square in the center) "web-safe" color. These are the 216 colors in the Netscape Navigator and Microsoft Internet Explorer browser palette. On 256-color displays the browser dithers other colors and there may be a quality loss. If your bitmap has large areas of flat color, it is worth making sure that these areas use web-safe colors. You can also snap to web-safe colors when using the Color Editor to edit colors - [more details](#).
- (small square bottom left) "locked" color. This color always appears in the bitmap palette (unless you select **Browser palette**) even if you change the number of colors. To lock a color, select it and then select the **Lock** button.
- (small square bottom right) edited color - you have changed the color definition of this color. To edit a color, select it and then enter new values in **Edit color**.
- (small square top left) transparent (GIF & PNG formats, up to 256 colors only). These formats allow simple on-off transparency by making the entry in the palette transparent. To make an entry transparent, select it then click **Make transparent**. Note that this applies to PNG format up to 256 colors only; the **True color** option allows full [alpha-channel](#) (variable) transparency.
- (hatched square) deleted color. To delete a color, select it and click the **Delete** button. To restore a color, select it and click the **Restore** button.

Bitmap Export Dialog Box - Control Buttons

These buttons are between the two Preview windows on the Bitmap Export and Create Bitmap Copy dialog boxes.

Zoom - click on a preview to zoom in. SHIFT-click to zoom out. Drag over an area of the preview to zoom into that area.

Push - lets you drag the image around in the Preview window.

Zoom to Fit - scales the preview image to fit the window.

100% - scales the image to full-size (100%)

Color Selector - dimmed for Color Depth greater than 256 colors (BMP & PNG formats). Moving the pointer over the image highlights the color under the pointer. Click to select that color in the palette.

Note:

- The Zoom options just change your view onto the preview. They do not change the dimensions of the bitmap exported to disk. Use [Bitmap Size](#) if you need to change the size of the exported bitmap.

Bitmap Export Dialog Box - Dithering

You can select between three types of dithering with these options. Choosing **None** means there will be no dithering, **Ordered** uses an ordered (regular) dithering pattern and **Error diffusion** uses error-diffused dithering (a more complex dithering technique). In general, error diffusion will give the best results, but only use dithering when really necessary as it prevents the file compression working so well and so makes files larger. You cannot use ordered dithering if you are using an optimized palette.

Note that you can set the dithering type for the screen display too, see Changing the screen dithering.

Bitmap Export Dialog Box - Export/Apply Button

This button reads **Export A** or **Export B** depending on which is the selected Preview. Click a Preview to select it and then click this button to export the bitmap.

In the Name Gallery:

When you are setting image slicing options, this button reads **Apply A** or **Apply B** because you are setting options prior to export.

Bitmap Export Dialog Box - Bitmap Options tab

Interlacing

Select this option if you want an interlaced bitmap.

Movie

```
{button ,EF("XaraDemo.exe",`Bxoption Bitmap Export - Option tab',1,`) } Bitmap Export - Options tab
```

Bitmap Export Dialog Box - Bitmap Options tab

Transparency

This button duplicates **Transparent background** on the Palette Options tab. It provides compatibility for [CorelXARA](#) users.

With transparency enabled, the bitmap is 'transparent' in all areas not covered by a selected object. This makes it easy to remove the white background from exported pictures and makes them ideal for publication on the Internet (see [Internet Bitmaps Overview](#)).

If the [Quality](#) setting is high ([anti-aliasing](#) is turned on) the edges of the drawing will be anti-aliased with whatever is behind it (as normal). Normally the anti-aliasing is to the paper color of white.

When transparency is enabled, the selected items are used to determine what is going to be transparent in the GIF, but all objects are rendered. This makes it simple to create bitmaps which anti-alias to the background they will eventually be on, by placing that background behind the drawing. Then when the bitmap is exported ensure that the background is not selected but the drawing is and that the selection option is used.

Note that if you create a transparent GIF file, one of the palette colors is used as the transparency. This means (for example) that a 2 color GIF contains one color and transparency.

Note that GIF transparency has a different meaning to the transparency in the Transparency Tool. This process does not take into account any of this type of transparency applied to objects in the document.

Interlacing

Select this option if you want an [interlaced](#) bitmap.

Bitmap Export Dialog Box - Image Map Tab

An Image Map lets you have 'clickable' areas on the graphic when displayed in a browser. Clicking one of these areas jumps to a new web page. If you want to create an Image Map, use **Web Address** on the Utilities menu to add web addresses (URLs) to the different parts of your drawing. For general information on Image Maps see [Image Map Overview](#).

This tab lets you export the associated Image Map at the same time as you export the bitmap. You can also export the Image Map separately by selecting **Image Map** as the export type in the Export dialog box. If you don't want to export an Image Map, deselect both **Export Image Map to Clipboard** and **Export Image Map to File**.

Export Image Map to Clipboard

This copies the text to the clipboard so you can use a text editor to paste it into an HTML page. Note that this overwrites anything already on the clipboard. There is an option on the Bitmap Size tab to save the HTML IMG tab to the clipboard. Selecting either of these clipboard options automatically deselects the other option.

Export Image Map to File

This copies the Image Map text to a file. This is a quick way of automatically inserting the image map into an HTML file.

You can either:

- **Insert Image Map into Existing File:** this inserts the Image Map into the specified file. If the file already contains an Image Map with the same name, the existing Image Map is replaced. If this is a new Image Map, it is inserted at the end of the file.
- **Replace Existing File:** this overwrites any existing contents of the file. This option is useful if you want to save the image map text for use later.

Note that opening this file in Browser displays a blank window; that is, you don't see the graphic. The reason is that the file does not include the IMG tab needed to display the graphic. The IMG tag might look like this: ``.

Dreamweaver integration

This is dimmed unless (a) you have Macromedia Dreamweaver installed on your computer and (b) you have saved the document. With this option selected, the bitmap in Dreamweaver is linked to the original Xara X document. If you later need to edit the bitmap, Dreamweaver can load Xara X and display the original document. For more information see [Macromedia Dreamweaver integration](#).

Image Map Options

Name

Image maps are named. (Names must be unique within a document.) Include this name in the `` attribute to identify the associated image map. (USEMAP="#example" for an image map called "example".)

If you are merging this image map into an existing file, you can either type in a new map name or choose the name of an existing map. This lets you replace an existing map with new data.

Approximate curves with lines

Image map polygons are a series of straight lines and this option lets you select how closely any curves in the clickable areas are followed. (Note that circles are a special case in image maps.) Very closely gives the best approximation. This increases the size of your web page and so makes it slower to download. Only you can decide which is the best option.

Save all clickable areas as rectangles

Ignore the shape of clickable areas. Save all clickable areas as simple rectangles that totally enclose the clickable area.

Movie

```
{button ,EF("XaraDemo.exe", `Imagemap Image maps`,1,`) } Image maps
```

Bitmap Export Dialog Box - Bitmap Options

JPEG Quality

This setting is specific to JPEG output. A low setting will result in a small file with a loss in quality whereas a high value will give only slight file size reduction, but high quality. Note that a setting of 100% will still compress the file.

As an example, a setting of 75% gives good compression without causing a noticeable loss in quality for most uses.

Progressive

Selecting this option creates a 'progressive JPEG'. This is similar to an interlaced GIF and means that when the JPEG is displayed by a web browser that understands progressive JPEG files, it slowly comes into focus as it is downloaded. If the browser doesn't support progressive JPEG files, the JPEG is displayed only when the whole file has been downloaded, just as if the JPEG wasn't progressive.

Bitmap Export Dialog Box - Bitmap Options

Interlacing

If interlacing is enabled the bitmap file produced will be interlaced.

Bitmap Export Dialog Box - Bitmap Options

Transparency

This button duplicates **Transparent background** on the Palette Options tab. It provides compatibility for [CorelXARA](#) users.

If transparency is enabled the bitmap will be 'transparent' in all areas not covered by a selected object. If the selection has been chosen then this will be only the visible and selected objects. This makes it easy to remove the white background from exported pictures and makes them ideal for publication on the Internet (see [Internet Bitmaps Overview](#)).

If you create a transparent PNG file, one of the palette colors is used as the transparency. This means (for example) that a 2 color PNG file contains one color and transparency.

Note that PNG transparency has a different meaning to Xara X transparency. This process does not take into account any Xara X transparency applied to objects in the document.

Interlacing

If [interlacing](#) is enabled the bitmap file produced will be interlaced.

Bitmap Export Dialog Box - Palette

Choose between browser palette and optimized palette

Bitmap Export Dialog Box - Palette Options

Dithering

Dimmed for True Color (PNG or BMP).

You can select between three types of dithering with these options. Choosing **None** means there will be no dithering, **Ordered** using an ordered (regular) dithering pattern and **Error diffusion** uses error-diffused dithering (a more complex dithering technique). In general, error diffusion will give the best results, but only use dithering when really necessary as it prevents the file compression working so well and so makes files larger. You cannot use **Ordered** dithering with an optimized palette.

Note that you can set the dithering type for the screen display too, see Changing the screen dithering.

Palette

Dimmed for True Color (PNG or BMP).

Choose between browser palette, WebSnap palette and optimized palette

Color Depth

Choose the number of colors your bitmap requires. The more colors, the larger the bitmap file. (Except PNG format where **True color** may give smaller files than **256 colors**).

Transparent bitmaps with 256 colors or less use one of the colors for the transparency. This means a 2 color transparent bitmap has one color plus transparency.

Colors used

Dimmed for BMP format and PNG True Color.

With this field, you can specify how many colors in the palette of the bitmap are actually used. This means you can create, for example, an 256 color bitmap where only 100 of the 256 palette entries are used. The least used colors are discarded first. This can mean that distinctive colors are discarded (for example a small area of red in a largely blue graphic). If this happens, you can restore the color to the palette using **Restore**.

With some experimentation you can alter this setting to create bitmaps that are very small by reducing the number of colors until the quality is just at the level you will accept.

Palette colors

GIF, PNG & BMP (up to 256 colors only)

This displays the range of colors in the current palette. Click on a color to select it.

You can edit any of the colors if you want extra control - see Editing colors in the export palette.

To check where colors are used in the bitmap, select the Color Selector button (between the two previews). Then, as you move over the image in the Preview window, the color under the pointer is highlighted in the palette.

Small squares on the colors give you extra information about the color.

Buttons

Dimmed for True Color (PNG or BMP).

These buttons (except **Transparent background**) apply to the selected color: click on a color in the palette (above the buttons) to select it. You can also select these options by right-clicking on a color, then selecting from the pop-up menu.



(Lock): always include this color in the palette. This is useful if you are reducing the number of colors in the palette. For more information see Locking a color.



(Web-safe): snap this color to the nearest color in the 216-color Netscape Navigator and Microsoft Internet Explorer palette. This means the color isn't dithered on 256-color displays and so looks better. For more information see Making a color web-safe.



(Transparent background): dimmed for BMP format and PNG True Color. Make transparent any areas not covered by the selected objects. Selecting this option automatically makes one entry in the palette transparent. Note to CorelXARA users: this duplicates **Transparent** on the Options tab.



(Transparent): make this color entry transparent. GIF and PNG (256-colors or fewer) can have simple on-off transparency by making entries in the palette transparent. Note the difference between this option which makes parts of the selected objects transparent and **Transparent background** which makes transparent those areas behind the selected objects. For more information see Making a color transparent.



(Delete): delete this color from the palette. Any areas in the bitmap that use the deleted color then use the nearest color in the palette. The fewer colors in the palette the smaller the bitmap file. Click **R** to undo a delete. For more information see Deleting a color.



(Restore): undelete this color.



(Add system colors): dimmed for BMP format and PNG True Color. Adds 28 colors to the palette. These colors are the regular Windows system colors and a number of primary colors. This ensures the palette includes a spread of colors and may improve the quality of the image, particularly if it contains a wide range of colors. You may need to experiment with this option to get the best results.

Sort By:

Controls the order in which colors are displayed in the palette. This option applies only to the display in this dialog box. It has no effect on the exported bitmap nor on the actual colors. Options:

Importance - arranged by the contribution each color makes to the appearance of the bitmap.

Popularity - arranged by the area each color covers.

Luminance - arranged by the RGB brightness of the colors.

Hue - arranged by hue.

Bitmap Export Dialog Box - Preview Button

No longer exists.

Click this button to display the bitmap in the selected Preview Box. This is useful for finding the best settings for a particular bitmap. For more details, see [Previewing bitmaps](#).

Bitmap Export Dialog Box - Preview boxes

These let you preview the appearance of the graphic before you export it. This is particularly important for web graphics where selecting suitable parameters reduces the file size without significantly reducing image quality. You can also swap between different bitmap formats (GIF, PNG, BMP, & JPEG) to check which works best. The Preview Boxes make this checking quick and easy. For more details see [Previewing bitmaps](#).

[More information on the Zoom, Push and Color Picker buttons](#).

In the various tabs set the options you want to try. This automatically updates the preview.

- If these options are worse than the previous settings, you can try again and overwrite the last preview image.
- If the options are better and you want to try to get further settings, click on the other Preview Box to overwrite that image.

This preserves the current best settings.

When you are satisfied with the results, select the best preview and click **Export**.

You can also preview the graphic in your browser using the Browser Preview tab. This is useful as a final check or when testing [image maps](#).

Bitmap Export Dialog Box - Size (and Resolution)

This section is not present if you are exporting a bitmap from the Bitmap Gallery. If you are exporting an existing bitmap, you cannot resize it.

Bitmap Size and Resolution

The size of the exported bitmap can be set in two ways:

- | | |
|-------------------|--|
| <u>Resolution</u> | Type the resolution into the dpi field. The Width and Height are calculated from this to ensure the <u>aspect ratio</u> of the area being exported is fixed. |
| Size | Type the required width or height into one of the fields. Note that the aspect ratio of the drawing is fixed so only one dimension can be set - the other is calculated automatically. |

Tip

- Choosing a resolution of 96dpi ensures the bitmap is the same size as the objects on screen (at 100% magnification)..

Bitmap Export Dialog Box - TIFF Compression

You can export TIFF files in compressed format. Available compression types are:

24bpp	None, LZW
8bpp	None, LZW
4bpp	None
1bpp	None, Huffman, Group 3 Fax, Group 4 Fax, Packbits

Bitmap Export Dialog Boxes

Xara X can create [bitmaps](#) from the selected document and export them in a variety of different formats. The following list contains links to all the pages describing the dialog boxes used for exporting bitmaps. If you want to know how to create bitmaps, see [Creating bitmaps](#).

- [JPEG Export dialog box](#)
- [GIF Export dialog box](#)
- [BMP Export dialog box](#)
- [TIFF Export dialog box](#)
- [DCX Export dialog box](#)
- [PCX Export dialog box](#)
- [PICT Export dialog box](#)
- [PNG Export dialog box](#)
- [RAS Export dialog box](#)
- [TARGA Export dialog box](#)
- [WPG Export dialog box](#)

Related Topics

[List of Supported File Formats](#)



Bitmap Gallery (Utilities Menu) F11

Bitmap Gallery on the Utilities menu and the **Bitmap Gallery** button open the Bitmap Gallery if it is closed and close it if it is open. The button remains pressed in if the gallery is open. For more details, see the [Bitmap Gallery Overview](#).

Bitmap Gallery - Background Button

Background

Clicking this button sets the selected bitmap as the page background. For more details, see [Changing the background](#).

```
{button ,KL('bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found`,`)} Related Topics
```

Bitmap Gallery - Bitmap Properties Button

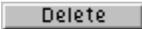
Properties...

Click the **Properties** button to open the [Bitmap Properties dialog box](#). With this dialog box you can change the [smooth scaling](#) setting for a bitmap.

You can also set the delay and restore settings for a bitmap to be exported as a frame in an [animated GIF file](#). We recommend using the [Frame Gallery](#) (not the Bitmap Gallery) to create animations.

`{button ,KL('bitmap gallery,bitmap gallery overview',0,`___No_Topics_Found`,`)}`} Related Topics`

Bitmap Gallery - Delete Button



The **Delete** button in the Bitmap Gallery deletes the bitmaps selected in the gallery, from the document. This operation cannot be undone, though Delete is generally unnecessary as unused bitmaps are automatically deleted when the document is closed or saved. You can also delete a bitmap using the [pop-up menu](#).

Note

- You cannot delete the default bitmap.

`{button ,KL('bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found`,`')}` **Related Topics**

Bitmap Gallery - Fill Button



The **Fill** button in the Bitmap Gallery applies the bitmap selected in the gallery as a [bitmap fill](#) to the selected objects. If no objects are currently selected, the [current fill attributes](#) are set to use this bitmap as a fill. This means all objects drawn from then on will be filled with the bitmap.

You can also drag-and-drop the bitmap onto an object to apply it as a bitmap fill (CTRL-drag to [apply inside](#)), double-click it to apply it to the [selection](#) (CTRL-double-clicking closes the gallery afterwards) or right-click on the bitmap in the gallery to open the pop-up menu and choose **Apply as a Fill**.

For details of editing the bitmap fill afterwards, see [Editing a bitmap fill](#).

`{button ,KL('bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found`,`)}`} Related Topics`

Bitmap Gallery - Insert Button



The **Insert** button in the Bitmap Gallery inserts the currently selected bitmap into the selected document. Any bitmap in the gallery can be inserted into the selected document, even from other sections of the gallery. This means this button can be used to copy bitmaps between documents.

You can also drag-and-drop the bitmap onto a blank part of the page to insert it or open the pop-up menu over the bitmap and choose **Insert**. Note that if you drop the bitmap onto an object it will be applied as a bitmap fill - drop it on a blank area of the page to insert it.

`{button ,KL('bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found`,`)}` **Related Topics**

Bitmap Gallery - Options Button



The **Options** button in the Bitmap Gallery opens a menu containing the single option, **Find**. By selecting this option you can search the Bitmap Gallery. For more details, see [Searching a gallery](#).

`{button ,KL('bitmap gallery,bitmap gallery overview',0,`___No_Topics_Found`,`')}` Related Topics

Bitmap Gallery - Plug-ins Button



This button opens the [Bitmap Effects & Plug-ins menu](#) ready to edit the bitmap selected in the gallery.

Related Topics

[Bitmap Gallery Overview](#)

[Applying bitmap special effects](#)

[Installing plug-ins](#)

Bitmap Gallery - Pop-up Menu

Right-clicking on the [Bitmap Gallery](#) opens a pop-up menu which contains the following options:

Insert	Identical to the Insert Button .
Apply as a Fill	Identical to the Fill Button .
Apply as Transparency	Identical to the Transparency Button .
Delete	Identical to the Delete Button .
Save	Identical to the Save Button .
Trace	Identical to the Trace Button .
Plug-ins	Identical to the Plug-ins Button .
Properties	Opens the bitmap properties dialog box. Click the Help button in the dialog box for more details.
Set Page Background	Sets the page background using the selected bitmap. See Changing the background .
Options	Identical to the Options Button .
(Un)Fold Section	Folds up or unfolds the current section.
Previous Section	Moves to the start of the previous section.
Next Section	Moves to the start of the next section.

Right-clicking on a bitmap in the gallery selects that bitmap, so opening the pop-up menu over a bitmap allows you to operate on it directly.

Bitmap Gallery - Preview Button

Preview...

Click this button to preview the selected bitmap. If you have multiple bitmaps selected, you see a scrolling display of the selected bitmaps.

{button ,KL('bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found`,`')} Related Topics

Bitmap Gallery - Save Button



The **Save** button in the Bitmap Gallery opens the Export dialog box so you can save the selected bitmap in any of the supported bitmap export formats (see the [List of Supported File Formats](#)). Note that you will not be able to alter the size (resolution) or color depth (number of colors) of the bitmap when you export it.

Tip

- To save a bitmap more quickly, right-click on it to open the pop-up menu (this also selects the bitmap) and choose **Save**.

`{button ,KL('bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found`,`')}` **Related Topics**

Bitmap Gallery - Trace Button



The **Trace** button in the Bitmap Gallery opens the Bitmap Tracer dialog box ready to trace the bitmap selected in the gallery. The tracing process converts a bitmap to a set of shapes. To trace a bitmap quickly, right-click on it to open the pop-up menu (this also selects the bitmap) and select **Trace**. To find out how to use the tracer, see [Bitmap Tracer](#).

{button ,KL('bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found`,`)} **Related Topics**

Bitmap Gallery - Transparency Button



The **Transparency** button in the Bitmap Gallery applies the [bitmap](#) selected in the gallery as a [bitmap transparency](#) to the [selection](#). If no objects are currently selected, the current transparency attribute is set. This means all objects drawn will have the bitmap applied as a bitmap transparency. For details of editing the bitmap transparency, see [Changing bitmap transparency](#). You can also apply a bitmap as transparency by opening the pop-up menu over the bitmap (this also selects it) and choosing **Apply as Transparency**.

{button ,KL('bitmap gallery,bitmap gallery overview',0,`___No_Topics_Found`,`)} Related Topics

■ Bitmap Gallery Overview

■ F11

The Bitmap Gallery shows all the bitmap objects that are currently being used in each of the loaded documents. It is used to view, insert, delete, and apply bitmaps as fills or transparency. It can also be used to choose bitmaps for use with other Xara X features such as the Tracer and bitmap plug-ins. The gallery is divided into sections, one for each document currently open.

- Insert Insert the bitmap into the selected document.
- Fill Apply the bitmap as a bitmap fill to the selection.
- Transp Apply the bitmap as a bitmap transparency to the selection.
- Delete Delete the bitmap from the document.
- Background Sets the background of the document
- Trace Open the Bitmap Tracer to trace the bitmap.
- Plug-ins Apply Bitmap Effects to the bitmap.
- Options Bitmap Gallery options.
- Save Save the bitmap.
- Properties... Properties Opens the bitmap properties dialog box.
- Preview Displays a full-size preview of the selected bitmap(s).

Many operations using the Bitmap Gallery are made easier by the Bitmap Gallery pop-up menu.

Display Options

The Bitmap Gallery has only one mode available - Full Information.

Note

If you delete a bitmap from a document it remains in the Bitmap Gallery until you close the document. To remove it from the gallery, select it and click the **Delete** button.

Related Topics

[Applying bitmap fills](#)

[Applying bitmap transparency](#)

[Selecting items in galleries](#)

[Galleries overview](#)

[Bitmaps overview](#)

Bitmap Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a bitmap, it contains the following options:

- [Plug-ins](#)
- [Bitmap Tracer](#)

- [Cut](#)
- [Copy](#)
- [Paste](#)

- [Delete](#)
- [Duplicate](#)
- [Clone](#)

- [Convert to Editable Shapes](#)
- [Create Bitmap Copy](#)
- [Combine Shapes](#)

- [Imagesetting](#)

- [Web Address](#)
- [Color Editor](#)

{button ,KL('pop-up menus',0,`____No_Topics_Found`,`)} Related Topics

Bitmap Properties Dialog Box

This dialog box shows the information about the selected bitmap. To display it, select the bitmap in the [Bitmap Gallery](#) then click **Properties**.

- Name
- Format
- Size (K)
- Dimensions (Pixels)
- Colors
- Transparent

GIF Animation

- Delay (the time this frame is left on screen)
- [Restore](#)
- [Smooth when scaled up](#)



Bitmap Tracer (Utilities Menu)

The Bitmap Tracer dialog box allows you to convert a [bitmap](#) image into a set of [shapes](#). The tracer would typically be used to trace two types of artwork, photographs and line art (for example a logo). If you have trouble producing what you want, see [Bitmap Tracer Troubleshooting](#).

.....drop-down list. For more details on how to trace a bitmap, see [Tracing a bitmap](#).

Bitmap Tracer Buttons

- [Insert](#)
- [Trace](#)
- [Reset Settings](#)
- [Save Settings](#)
- [Defaults](#)

Bitmap Tracer Settings

- [Trace Mode](#)
- [Passes](#)
- [Remove Noise](#)
- [Minimum Area](#)
- [Initial Color Tolerance](#)
- [Final Color Tolerance](#)
- [Accuracy](#)
- [Smoothing](#)

Bitmap Tracer Dialog Box - Accuracy

This controls how accurately the tracer follows the outlines of the original bitmap. The more accurately it traces the outlines, the more control handles are required on each shape and hence more memory is required for the final object.

This setting does not affect the corners of shapes, only smooth curves.

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Defaults Button

This button restores the tracer settings to the 'factory default'.

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Final Color Tolerance

Color tolerance is how great a color change is required before the tracer considers two areas to be a different color.

This setting is used for the final pass. It is similar to merging the edges of color transitions to simulate shading.

As a trace proceeds, the color tolerance is reduced from the initial value to the final value, so the initial value must be the larger.

For a trace using only a single pass only this value is used - **Initial Color Tolerance** is ignored.

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Initial Color Tolerance

Color tolerance is how great a color change is required before the tracer considers two areas to be a different color. This setting is used for the first of multiple passes. It is similar to the broad brush strokes used to create the underlying colors on a conventional painting.

As a trace proceeds, the color tolerance is reduced from the initial value to the final value, so the initial value must be the larger. For a trace using only a single pass this value is ignored - see **Final Color Tolerance**.

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Insert Button

This button inserts the current tracer output into the current document. This button is dimmed if you have not yet traced the bitmap.

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Minimum Area

Areas smaller than the size (in pixels) set in Minimum area are ignored by the tracer. An example of its use would be a photo containing large amounts of fine details (for example grass).

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Passes

The greater the number of passes, the longer the trace operation takes, the greater the resultant file size, but the final result is closer to the original bitmap.

With each pass the tracer attempts to more closely match any shading in the original bitmap. Obviously this increases the memory required for the final object. You may require an object with minimum shading and just broad areas of color. Use one pass for such bitmaps.

If you require the shading to be represented accurately, use multiple passes. the greater the number of passes, the longer the trace operation takes, the greater the resultant file size, but the final result is closer to the original bitmap.

With each pass the tracer attempts to more closely match any shading in the original bitmap. Obviously this increases the memory required for the final object. You may require an object with minimum shading and just broad areas of color. Use one pass for such bitmaps.

If you require the shading to be represented accurately, use multiple passes.

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Remove Noise

Noise is very common in bitmaps. It can occur because of random interference or possibly through techniques such as dithering. When tracing bitmaps containing noise, you should set **Remove Noise** to a high setting. This control removes noise by ignoring very small areas of color.

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Reset Setting Button

This button restores the settings to those saved using the **Save Settings** button.

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Save Settings Buttons

This button saves the current tracer settings. The saved settings will be used the next time the tracer is opened. The settings are saved between Xara X sessions.

The settings are saved separately for each color 'mode' so the monochrome mode tracing settings are separate from those saved for the True Color mode and so on.

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Smoothing

This controls how accurately corners (sharp changes in direction) are traced. Increasing the smoothing takes longer to trace the image, but can reduce the final object size.

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Trace Button

This button starts the tracer. A trace can be stopped at any time by pressing ESC (Escape).

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Dialog Box - Trace Mode

This drop-down list lets you specify the maximum number of colors in the final object. The color depths available are:

- Monochrome - 2 colors
- Grayscale - 256 shades of gray
- 256 color - 256 colors
- Photographic - 16 million (24 bit) colors

Selecting more colors than exist in the original bitmap wastes memory and is not recommended. The only time increasing the colors is useful is when tracing a heavily dithered 256 color bitmap and you want near-photographic quality.

Each of these modes has its own set of parameters which are all saved using the **Save Settings** button.

Related Topics

[Bitmap Tracer](#)

Bitmap Tracer Troubleshooter

With the Bitmap Tracer (Bitmap Tracer on the Utilities menu) you can convert a bitmap into a series of lines and shapes. To get the best results with complicated bitmaps you may need to fine tune the tracer, here's a few hints and tips to help you get the results you want.

What's the problem?

{button ,JI('; \IDH_How_Tracer_Troubleshooting_Too_Many_Handles')} Too many handles on each shape

{button ,JI('; \IDH_How_Tracer_Troubleshooting_Too_Many_Shapes')} Too many shapes

{button ,JI('; \IDH_How_Tracer_Troubleshooting_Trace_Not_Accurate_Enough')} Trace not accurate enough

{button ,JI('; \IDH_How_Tracer_Troubleshooting_Trace_missing_small_areas')} Trace missing small areas

{button ,JI('; \IDH_How_Tracer_Troubleshooting_Tracing_is_too_slow')} Tracing is too slow

{button ,JI('; \IDH_How_Tracer_Troubleshooting_Sharp_edges_look_blurred')} Sharp edges look blurred

{button ,JI('; \IDH_How_Tracer_Troubleshooting_Thrashing')} Tracing accesses the disk frequently or runs out of memory

{button ,JI('; \IDH_How_Tracer_Troubleshooting_Too_much_detail')} Tracer spends too long on the detail

Sharp edges look blurred

Try the following:

- Use the 256 Colors mode if currently using True Color.
- Use the Monochrome mode if currently using Grayscale.
- Reduce the Noise Removal setting.
- Increase the Final Color Tolerance setting.

{button Return,JI('^','IDH_How_Tracer_Troubleshooting')}

Too many handles on each shape

- If the bitmap uses dithering - increase the Remove Noise setting.
- If the handles are evenly spaced along the lines - reduce the Accuracy setting.
- If the handles are clustered around the corners - increase the Smoothing setting.

{button Return,JI(‘,`IDH_How_Tracer_Troubleshooting')}

Too many shapes

- Too many small shapes - increase the Minimum Area setting and possibly increase the Reduce Noise setting.
- Too many shapes of a similar color - increase the Final Tolerance setting.

{button Return,JI(`,`IDH_How_Tracer_Troubleshooting')}

Trace Not Accurate Enough

- ... at the corners - decrease the Smoothing setting.
 - ... in smooth areas (along lines) - increase the Accuracy setting.
- `{button Return,JI(`,`IDH_How_Tracer_Troubleshooting')}`

Trace missing small areas

- Reduce the Minimum Area setting.

```
{button Return,JI('^','IDH_How_Tracer_Troubleshooting')}
```

Tracer spends too long on the details

Try the following:

- Reduce the number of Passes.
- Increase the Initial Color Tolerance setting.
- Decrease the Minimum Area setting.

{button Return,JI('`IDH_How_Tracer_Troubleshooting')}

Tracing accesses the disk frequently

- Reduce the bitmap size using [Bitmap Resize](#)
- You have selected too many colors for the bitmap.

{button Return,JI(`,`IDH_How_Tracer_Troubleshooting')}

Tracing is too slow

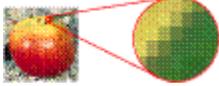
Try the following:

- Decrease the Passes setting.
- Reduce the Smoothing setting.
- Reduce the bitmap size using Bitmap Effects (Utilities menu).
- Increase the Minimum Area setting.

{button Return,Jl('^',`IDH_How_Tracer_Troubleshooting')}

Bitmaps Overview

A bitmap is a picture composed, of small 'dots' called pixels. Bitmaps are created using a variety of programs such as Microsoft Paintbrush, CorelPaint and Photoshop or taken from scanners or CD. You can import and export all common bitmap formats and provides a variety of methods of manipulating and using them.



Importing and Exporting Bitmaps

You can import and export a very large range of different types of bitmaps. For a full list, see the [List of Supported File Formats](#). Xara X supports many features which make it ideal for creating bitmaps for publication on the Internet. For more details, see [Creating bitmaps](#) (or the [Internet Bitmaps Overview](#)). Exported bitmaps are limited in size to 16,000 pixels by 16,000 pixels.

Changing Bitmaps

Bitmaps can be resized, rotated and reflected. When you resize a bitmap, Xara X smooths (interpolates) between the individual pixels to give a smooth look to the bitmap. Usually this gives the best result. However you might not want this effect - in this case you can turn off smoothing for either [all bitmaps](#) in the document or a [single bitmap](#).

You can change their brightness, contrast and the number of colors they contain. You can also apply a wide variety of effects to them including blurring and sharpening. For more details, see [Plug-ins](#). You can also change the colors in a bitmap (contoning). See [Changing bitmap palettes](#) for more details.

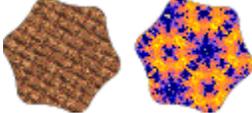


Masking Bitmaps

You can remove unwanted areas of bitmaps very easily. See [Masking a bitmap](#) for more details.

Using Bitmaps As Fills

Any bitmap can be used to fill other objects. For example, you can fill shapes or text with a tessellating bitmap. This is called a [bitmap fill](#). For details on how to apply a bitmap fill to an object, see [Applying bitmap fills](#).



Making Bitmaps Transparent

You can make any object transparent and this includes bitmaps. You can use any of the different shapes of transparency (flat, linear, circular and so on).



This picture consists of two bitmaps. The top bitmap has a linear transparency allowing you to see the other bitmap through it.

Using Bitmaps to Set Transparency

Xara X includes a wide range of shapes of transparency, one of which is [bitmap transparency](#). If you apply a bitmap transparency to an object, its transparency is set by the brightness of the pixels in the bitmap.



The top shape in this example is a black rectangle with a bitmap transparency applied to it. Note how the amount of the image you can see underneath is set by the level of gray of the bitmap used for the transparency. For more details, see [Applying bitmap transparency](#).

Movies

{button ,EF("XaraDemo.exe", "Bitmaps Bitmap Editing",1,')} } Changing bitmaps

{button ,EF("XaraDemo.exe", "BmapFill Bitmap Fills",1,')} } Using bitmap fills

{button ,EF("XaraDemo.exe", "Tracer Tracing Bitmaps",1,')} } Using the bitmap tracer

```
{button ,EF("XaraDemo.exe",`Beffects Bitmap special effects',1,`) } Bitmap special effects
```

Related Topics

[Bitmap effects](#)

[Bitmap Gallery](#)

[Fill Gallery](#)

Blend Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a blend, it contains the following options:

- [Blend Tool](#)

- [Cut](#)
- [Copy](#)
- [Paste](#)

- [Delete](#)
- [Duplicate](#)
- [Clone](#)

- [Convert to Editable Shapes](#)
- [Create Bitmap Copy](#)
- [Combine Shapes](#)

- [Imagesetting](#)

- [Web Address](#)
- [Color Editor](#)

{button ,KL('pop-up menus',0,`____No_Topics_Found`,``)} Related Topics



Blend Tool - Anti-alias Button



The **Anti-alias** button on the [Blend Tool Infobar](#) sets whether the intermediate shapes in the currently selected blends are anti-aliased. For more details see [Anti-aliasing steps in a blend](#).

{button ,KL('tools,blend tool',0,` ____No_Topics_Found`,`)} Related Topics



Blend Tool - Attribute Profile



This lets you select how attributes (such as transparency, colors or line thickness) change in a [blend](#). You can have a regular rate of change, greater change at one end, or greater change in the center. For more information, see [Changing the blend attribute profile](#).

{button ,KL('tools,blend tool',0,`____No_Topics_Found`,`)} **Related Topics**

▪ Blend Tool - Blend along a curve



Dimmed unless you have either (a) a [blend](#) and a [line](#), [bitmap](#) or [shape](#) selected or (b) a blend along a curve selected.

If you have a blend and a line, bitmap or shape selected: fit the blend to the line or outline of the shape. Note that this converts QuickShapes to simple shapes (that is, you cannot later use the [QuickShape Tool](#) to edit them). Also select [Rotate along Curve](#) if you want the blend objects to orient with the curvature of the line or shape. See [Blending along a curve](#).

If you have a blend along a curve selected: separate the blend from the line or shape.

`{button ,KL('tools,blend tool',0,`_____No_Topics_Found`,`)}` **Related Topics**

▪ Blend Tool - Effect Field



The **Effect** field on the **Blend Tool Info**bar provides control of the way the colors in the currently selected **blend** change through the blend. For more details, see [Changing the way color fade in a blend](#).

`{button ,KL('tools,blend tool',0,`_____No_Topics_Found`,`)}` **Related Topics**

▪ Blend Tool - Steps Field



The Steps field on the [Blend Tool Infobar](#) controls the number of intermediate steps used in the currently selected [blend](#). You can either:

- specify the **number** of steps
- or specify the average **distance** between steps (see Notes).

To change the number or distance between steps, select one of the two options then enter a new value and press RETURN. For more information, see [Changing the number of steps in a blend](#).

Notes on distance:

- The Distance option is dimmed except for a [blend along a curve](#).
- If the end object is not on an exact multiple of the distance, Xara X moves the end object. (For example, if the distance between the start and end objects is 1 inch and you enter a distance of 0.3 inches, Xara X moves the end object to 0.9 inches from the start object [3x0.3 inches].)
- The distance between steps varies if you use a non-linear [Position Profile](#). The value shown is the average distance.

{button ,KL('tools,blend tool',0,` ____ No_Topics_Found`,`)} Related Topics

• Blend Tool - One to One Button

1:1

The one to one setting on the [Blend Tool InfoBar](#) only has an effect when both objects in the selected [blend](#) have the same number of point handles (if the objects are not shapes, the number of point handles they would have if they were converted must be the same).

When the one to one preference is not set, Xara X will add or removes points, as necessary, to blend one shape to another. When blending shapes with the same number of handles, this can produce unwanted effects. Selecting this button ensures that no points are added or removed during the blend.



1-1 Mapping



No 1-1 Mapping (points added)

{button ,KL('tools,blend tool',0,`____No_Topics_Found`,`)} Related Topics

▪ Blend Tool - Position Profile



This lets you select how to space the intermediate steps in a [blend](#). You can have regular spacing or closer at one end than the other or closer in the center. For more information, see [Changing the blend position profile](#).

`{button ,KL('tools,blend tool',0,`____No_Topics_Found`,`)}` **Related Topics**

▪ Blend Tool - Remove Button

Remove

The **Remove** button on the [Blend Tool Infobar](#) removes any applied [blends](#) from the [selection](#). For more information, see [Removing a blend](#).

{button ,KL('tools,blend tool',0,`____ No_Topics_Found`,`)} Related Topics

▪ Blend Tool - Rotate along Curve



Dimmed unless you have a blend along a curve selected.

With this button selected, the objects in the blend follow the curvature of the line or shape:



With this button unselected, the objects retain their original orientation:



`{button ,KL(`tools,blend tool',0,`_____No_Topics_Found`,`)}` **Related Topics**

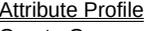
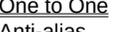
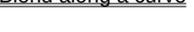


Blend Tool F7

You can use the Blend Tool to blend between objects creating several intermediate shapes. For more details on what you can do with blends, see the [Blends Overview](#).

Blend Tool Infobar Controls

- Distance between Steps/Number of Steps

Blend Tool Operations

- [Blending objects](#)
- [Removing a blend](#)
- [Creating a two-way blend](#)
- [Changing the number of steps in a blend](#)
- [Creating multi-stage blends](#)
- [Changing the way colors fade in a blend](#)
- [Anti-aliasing steps in a blend](#)
- [Blending along a curve](#)
- [Removing a blend from a curve](#)

Movies

{button ,EF("XaraDemo.exe", "Blend Simple Blending",1,`) } Blending objects

{button ,EF("XaraDemo.exe", "BlendFun Advanced Blending",1,`) } Blending objects - Advanced

Tips

- You can blend between any type of objects.
- Objects used in blends can be edited without removing the blend first. See [Selecting objects inside objects](#).
- You can apply attributes to an object inside a blend by holding down CTRL when you drop the attribute on the object.
- You can also choose the Blend Tool using the [Blend Pop-up Menu](#).

Blending along a curve

After creating a blend you can make it follow a curved line or shape.

- **To blend along a curve**

1. Select both the blend and the line or shape (see [Selecting objects](#)).



2. Select the [Blend Tool](#).
3. Select the **Blend along a curve** button.
4. If you want the blend objects oriented with the curve also select **Rotate along curve**.

Tips:

- You can use [lines](#), [shapes](#) (including [QuickShapes](#)) and [bitmaps](#). Note that QuickShapes and bitmaps are automatically converted to ordinary shapes.
- The start of the blend (where you dragged from) is fitted to the start of the line or shape (where you started creating the line or shape from).
- You can edit the curve using the [Shape Editor Tool](#).
- You can make the line or shape invisible; see [Hiding the curve](#).
- For blend along a curve, you change either the number of steps or the distance between steps - [more details](#).

Related Topics

[Blends](#)

[Blend Tool](#)

Blending bitmaps

Using [transparency](#) and [blending](#) it is possible to create simple pseudo-morphing effects with Xara X.

■ To morph bitmaps

1. Convert both bitmaps to simple shapes (see [Converting bitmaps to shapes](#)).
2. Resize the bitmaps so they are the same size and shape (see [Scaling objects](#)).
3. Group the bitmaps (see [Grouping objects](#)).
4. Duplicate the group (CTRL+D.)
5. Move the duplicate group away from the original group (see [Moving objects](#)).
6. CTRL-click on the new group to select the top shape in it (see [Selecting objects in objects](#)).
7. Use the Transparency Tool to give it 100% transparency (see [Applying flat transparency](#)). You should now be able to see the lower shape.
8. Blend the two groups together (see [Blending objects](#)).

Tip

- If you only require one 'frame' from the sequence, apply Convert to Editable Shapes to the blend, ungroup and remove the required section. See [Converting blends to shapes](#).



Blending objects

[Blends](#) let you merge one [object](#) into another using a series of intermediate objects (called 'steps'). This process is sometimes called 'morphing' or 'tweening'. The two objects can be any of Xara X's object types including bitmaps and even other blends. The intermediate steps are calculated by Xara X when the object is displayed on screen so blends take up virtually no memory.

■ To blend between objects

1. Choose the Blend Tool.
2. Move the pointer over the first object.
3. Drag to and release over the second object.

Tips

- When blending between two objects with the same number of points you may find selecting the **1 to 1** Button on the [Blend Tool Infobar](#) gives better shaped results. See [One to One Node Mapping button](#) for more details.
- Sometimes the steps are not the shape you want. For extra control, you can drag from a corner (or handle) on one object to the corner of the second. Blending between different corners produces different blends. This is how you can put twists in blends.
- The blend steps are not separate objects. To make them selectable, you need to convert the blend to simple editable shapes. See [Converting blends to shapes](#).
- Blending objects in different layers moves the objects into the same layer.
- If you blend between two bitmaps, the blend shows the first bitmap for all steps except the last. (See [Blending bitmaps](#) for a way of getting round this).
- For details on how to blend between two blends, see [Creating two-way blends](#).

Movie

```
{button ,EF("XaraDemo.exe", "Blend Simple Blending",1,`) } Blending objects
```

Related Topics

[Blends](#)

[Blend Tool](#)

Blends Overview

You can use the Blend Tool to blend between two objects. The program creates a set of intermediate objects so you get a transition from the start object to the end object. you can change the number of steps in the blend and also have more than one stage so you can blend between several objects.

Simple Blends



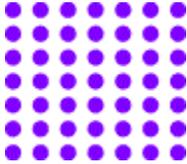
These are quite simple blends. A simple transition from one object to another. Notice how you can blend from any type of object to any other type of object (the bottom example includes a letter X). To blend two object, just choose the Blend Tool and drag from one object to another. For more details, see [Blending objects](#).

Highlights



If you blend from one object to another which is on top of and smaller, you can easily create highlights. These are a sort of custom graduated fill.

Two-dimensional Blends



Using a special trick, you can create one blend and then blend between a copy of it to create an object which blend in two directions. For more details, see [Creating two-way blends](#).

Movies

`{button ,EF("XaraDemo.exe", "Blend Simple Blending",1,')} }` Blending objects

`{button ,EF("XaraDemo.exe", "BlendFun Advanced Blending",1,')} }` Blending objects - Advanced

Related Topics

[Blends](#)

[Blend Tool](#)

Blur the edges of the shadow

This changes the size of the shadow. A small blur gives the effect of a sharp light source; a large blur, a diffuse or distant light source. We recommend always blurring the shadow slightly as this is more realistic.

■ **To blur the shadow edge**

1. Select the object (see [Selecting objects](#)). (See Notes.)
2. Choose the Shadow Tool.
3. On the Shadow Tool [Info](#)bar either drag the **Blur** slider or type a value into the text box to the right.

Notes:

- You can also use the Shadow Tool to select objects - [more details](#).
- You can change the opacity of the center of the shadow (and hence the opacity of the inner edge of the blur) - [more details](#). The outer edge of the blur is always totally transparent.
- You can profile how the transparency changes across the blur. See [Changing the shadow profile](#).
- If you have several shadowed objects selected, any changes apply to all the shadows.

Movies

{button ,EF("XaraDemo.exe",`Shadows Using Shadows',1,`) } Using shadows

Related Topics

[Modifying shadows](#)

[Applying a shadow](#)

[Removing a shadow](#)

[Shadow Tool](#)

- **Break Shapes (Arrange Menu)**

Break Shapes splits any selected shapes previously joined with **Join Shapes** (see Join Shapes) into their individual component shapes.

Breaking lines and shapes apart

You sometimes want to break a line into two separate [lines](#) or break a [shape](#) to create a line.

■ **To break a line or shape apart**

1. Select the line or shape (see [Selecting objects](#)).
2. Choose the Shape Editor Tool or the Pen Tool.
3. Click on the [point handle](#) where you want the line or shape to break (this selects the handle).
4. Click on the Break Button on the [Shape Editor Tool Infobar](#) or press **B**.

Tip

- You may want to break the line where there is no existing point handle. If so, in step 3 click on the line where you want the break. This creates a new point handle. Then click the Break Button.

Related Topics

[Shape Editor Tool](#)

[Pen Tool](#)

- **Bring To Front (Arrange Menu) CTRL+F**

Moves all the selected objects to the front of the layer or frame. For more details, see [Moving objects backwards and forwards](#).



Button & NavBar Tool - Button State

MouseOff 

This lets you view the different button states in rollovers. (Navigation bars without rollovers have just one state - MouseOff.) Xara X creates layers named MouseOff, MouseOver, MouseDown and Selected for the button states. You can view these layers using either this drop-down list or the Layer Gallery.

`{button ,KL('navigation bars',0,'___No_Topics_Found','')}` **Related Topics**

▪ Button & NavBar Tool - Bar Properties

A rectangular button with a light gray background and a thin black border. The text "Bar Properties..." is centered on the button in a dark gray font.

Clicking **Bar properties** opens the [NavBar Properties dialog box](#) ready for editing the current navigation bar. You can change a range of properties including the number of buttons in the bar and the button spacing. Drawings can have multiple navigation bars so, if necessary, [select the required navigation bar](#) before clicking **Bar properties**.

{button ,KL('navigation bars',0,` ____No_Topics_Found`,`)} Related Topics

▪ Button & NavBar Tool - Edit States



This lets you change single-state buttons into multistate [rollover buttons](#). The existing button design becomes the [MouseOff](#) state button. Clicking the button opens the [Edit States dialog box](#), which lets you create and delete [MouseOver](#), [MouseDown](#) and [Selected](#) button states. (Rollovers create more complicated HTML code on the web page. If you are an Internet novice, we suggest using only simple bars.)

```
{button ,KL('navigation bars',0,`____No_Topics_Found`,`)} Related Topics
```

▪ Button & NavBar Tool - Export Button

A rectangular button with a light gray background and a thin black border. The word "Export" is centered on the button in a dark gray, sans-serif font.

Clicking this button exports the graphics for the selected toolbar and associated HTML code. You can view the HTML page in your regular browser to check the appearance of the buttons. You can then copy parts of the HTML page into your web page. For more information see [Creating Navigation Bars](#).

```
{button ,KL('navigation bars',0,` ____No_Topics_Found`,`)} Related Topics
```

▪ Button & NavBar Tool - Live Stretching

Live stretching

Normally buttons automatically stretch as you type in more text. (Or shrink if you remove text.) If you want to disable this auto-stretching, deselect **Live stretching**.

Note that this also switches off linked stretching for button objects. [More details of linked stretching](#).

```
{button ,KL('navigation bars',0,`____No_Topics_Found`,`)} Related Topics
```

▪ Button & NavBar Tool - New



This button is dimmed if you select an existing [navigation bar](#) or if nothing is selected.

New lets you turn the design for a single button into a multibutton navigation bar. Clicking **New** opens the [NavBar Properties dialog box](#) ready for creating the new bar.

{button ,KL('navigation bars',0,` ____No_Topics_Found`,`)} Related Topics

▪ Button & NavBar Tool - Set new design

Set new design

Dimmed unless the drawing contains a [navigation bar](#).

This button saves you the trouble of editing each button individually. All you have to do is make the required changes to one button, [select it](#) and then click **Set new design**. This displays the [Set Design dialog box](#). In that dialog box click **Set design** - this updates all the other buttons to the new design.

```
{button ,KL('navigation bars',0,`____No_Topics_Found`,`)} Related Topics
```

▪ Button & NavBar Tool CTRL+F8

Dimmed for [Animated documents](#).

This tool lets you create a series of buttons for use in web page [navigation bars](#). Optionally you can make the buttons [rollovers](#). You can then modify the individual buttons as required (for example by changing any wording) and then export them plus the associated HTML code. (For rollovers, the required JavaScript is also exported.)

Button & NavBar Tool Infobar Controls



- [Edit states](#)
- [Set new design](#)
- [Button State](#)
- [Live stretching](#)
- [Export the Bar](#)

Against objects in the drawing:

- The objects are not part of a navigation bar. You see this before creating a navigation bar.
- Either: You have selected a part of a button. Or one of the objects has a [name](#) associated with it.
- Either: You have selected the entire button. Or (before creating a navigation bar) one of the objects has a name associated with it.

Movies

{button ,EF("XaraDemo.exe",`NavBar Creating Navigation Bars',1,`) } Creating Navigation Bars

{button ,EF("XaraDemo.exe",`Rollover Creating JavaScript Rollovers',1,`) } Creating JavaScript rollovers

{button ,EF("XaraDemo.exe",`Dreamwv Dreamweaver integration',1,`) } Dreamweaver integration

Button & NavBar Tool Operations

[Creating Navigation Bars](#)

[Creating Rollovers](#)

Button Palette Control Bar



The button palette is a special control bar which contains a copy of every button in the program. If you want to create a custom bar, you can use the button palette to do it.

■ **To open the button palette**

1. From the Window menu, choose **Control Bars**.
2. In the Control Bars dialog box, scroll down the list until you see Button Palette.
3. Click the switch next to Button Palette.

`{button ,KL('control bars',0,`____ No_Topics_Found`,`)}`} Related Topics`

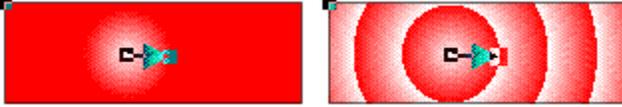
Cascade (Window Menu)

Cascade shows all the open document views stacked diagonally.

Change a Name Dialog Box

This dialog box lets you change the selected name in the [Name Gallery](#). Type the name and click **OK**. This only affects the name shown in the Name Gallery; it has no effect on the appearance of the [document](#). For more details, see [Naming objects overview](#).

Changing the tiling of circular fills



You can change [circular fills](#) so the outer color extends out to infinity or so the fill repeats as a series of rings.

- **To change the tiling**
 1. Select the object (see [Selecting objects](#)).
 2. Choose the Fill Tool.
 3. Select **Simple** or **Repeating** from the menu on the [Fill Tool Infobar](#).

Related Topics

[Fill Tool](#)

[Applying circular fills](#)

[Changing circular fills](#)

Changing the size or direction of the shadow

After [applying a shadow](#) you can change its size.

- [Changing the direction \(position\) of a Wall shadow](#)
- [Changing the size or direction of a Floor shadow](#)
- [Changing the size of a Glow shadow](#) (Glow shadows are directly behind the object so there is no "direction" to change)

Tip:

- If you have several shadowed objects selected, any changes apply to all the shadows.

Movie

{button ,EF("XaraDemo.exe",`Shadows Using Shadows',1,`) } Using shadows

Related Topics

[Modifying shadows](#)

[Applying a shadow](#)

[Removing a shadow](#)

[Shadow Tool](#)

Change the transparency of the center of the shadow

A semitransparent shadow is more realistic than a solid shadow. You can change the transparency of the center of a shadow; the outer edge is always totally transparent.

■ **To change the transparency:**

1. Select the object (see [Selecting objects](#)). (See Notes.)
2. Choose the Shadow Tool.
3. On the Shadow Tool [Infobar](#) either drag the **Transparency** slider or type a value into the text box on the right.

Notes:

- You can also use the Shadow Tool to select objects - [more details](#).
- You can profile how the transparency level changes across the blur. See [Changing the shadow profile](#).
- If you have several shadowed objects selected, any changes apply to all the shadows.
- The shadow is always more transparent than the object casting the shadow. For example if the object is 50% transparent, then the shadow can be 50% to 100% transparent.

Movie

{button ,EF("XaraDemo.exe",`Shadows Using Shadows',1,`) } Using shadows

Related Topics

- [Modifying shadows](#)
- [Applying a shadow](#)
- [Removing a shadow](#)
- [Shadow Tool](#)

Changing the position of a color in a multi-stage fill

Applies to [Linear](#), [Circular](#), [Elliptical](#), [Conical](#) and [Diamond](#) fills. Multi-stage fills let you have several different colors in your fill. So, a fill could run red-green-red yellow; you have full control over the colors used and where the colors change.

-
- **To change the position of a color in the fill**

The [Fill arrow](#) shows a [handle](#) for each color in the fill.

1. Drag the color handle along the arrow.

Notes:

- Conical fills have a semicircular Fill arrow. Other fill types have straight Fill arrows. Always drag colors along the arrow.
- Elliptical and Diamond fills have a pair of Fill arrows. You can apply colors to only one of these arrows. (The arrow that was horizontal when you created the fill - this is the "primary" arrow.)
- The Selector Tool can also display the Fill arrow. See [Enabling fill handles](#).

Related Topics

[Creating multi-stage fills](#)

[Changing multi-stage fills](#)

[Fill Tool](#)

Changing the properties of a brush stroke

Brush strokes control the appearance of lines (for example, to apply an air-brush effect). You can modify Brush Strokes for example by rotating the pattern along the line.

■ To change the brush stroke properties

1. Select the [Freehand & Brush Tool](#).
2. Either:
 - if the selected line uses the brush design, skip to Step 3,
 - click on an unselected line that uses that brush design,
 - or select the brush design in **Select brush** on the [Freehand & Brush Tool Infobar](#).
4. Click **Edit brush** on the [Freehand & Brush Tool Infobar](#). This opens the [Edit Brush dialog box](#).

`{button ,KL('brush strokes',0,'')}` **Related Topics**

Changing transparency type

Xara X has several different transparency types, which control how colors in underlying objects appear. You can change between these types at any time. **Mix** is the most commonly used. The other types are usually used as filters to modify the colors of underlying objects.

- **How to change transparency type**

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Choose from the drop-down list on the [Transparency Tool Infobar](#).

- **List of transparency types**

Normal blends the object color with the color of underlying objects or the background. Other types give different effects such as darkening underlying objects or color shifts. These are commonly used as filters or overlays.

- [Mix](#)
- [Stained Glass](#)
- [Bleach](#)
- [Contrast](#)
- [Saturation](#)
- [Darken](#)
- [Lighten](#)
- [Brightness](#)
- [Luminosity](#)
- [Hue](#)

- **Tip**

- See [Changing transparency](#) for information on changing other features of transparency

Related Topics

- [Transparency overview](#)
- [Transparency Tool](#)

Closing a line to make a shape

A shape is a line where the end points touch. So changing a line into a shape just means either drawing a new segment between the start and end points or joining the start and end points together. You can use any of the line drawing tools (Shape Editor Tool, Pen Tool or Freehand & Brush Tool) to do this. The mouse pointer changes to show a '+' to show you when the ends will join.

You can also change a line into a shape - [details](#).

■ **To change a line into a shape (Shape Editor Tool)**

1. If necessary select the line (see [Selecting objects](#)).
2. Choose the Shape Editor Tool.
3. Click on one end point handle to select it.
4. Press RETURN. This adds a new line segment between the two end points

Tips

■ You can also select one end point handle and click on the other end point handle. This adds a new line segment between the two end points.

■ You can also drag one end point handle over the other end point handle.

■ **To change a line into a shape (Freehand & Brush Tool)**

1. If necessary select the line.
2. Choose the Freehand & Brush Tool.
3. Place the pointer over one end of the line (the mouse pointer shows a '+').
4. Drag to the other end of the line. The mouse pointer shows a '+' when you are over the end point.

Tip

■ You can draw a shape with the Freehand & Brush Tool simply by drawing a line and finishing it at the start point.

■ **To change a line into a shape (Pen Tool)**

1. If necessary select the line.
2. Choose the Pen Tool
3. Click on one end point handle to select it.
4. Click on the other end point handle. (The mouse pointer shows a '+' when you are over the end point.)

Related Topics

[Shape Editor Tool](#)

[Pen Tool](#)

Changing a mold without it redrawing

As you edit a mold, the molded object and the mold are redrawn on screen every time you change it. This redraw may be slower than usual if the object is complicated. To speed up redraws you can 'detach' the mold from the object. The mold is redrawn after each edit but not the object.

- **To change the mold without it redrawing**

1. Select the molded object (see Selecting objects).
2. Choose the Mold Tool.
3. Click the **Detach Mold** button on the Mold Tool Infobar.
4. Edit the mold as normal (see Reshaping envelope molds or Reshaping perspective molds).
5. Click the **Detach Mold** button again to redraw the molded object on the screen.

`{button ,KL('tools,mold tool',0,`____No_Topics_Found`,`)}`} Related Topics`

Changing a polygon into an ellipse

You can easily change a polygon created by the QuickShape Tool into an ellipse.

- **To change a polygon into an ellipse**
 1. Select the polygon (see [Selecting objects](#)).
 2. Select the QuickShape Tool
 3. Double-click on the X in the center of the polygon.

`{button ,KL('tools,quickshape tool',0,`____No_Topics_Found`,`)}` **Related Topics**

Changing a rectangle into an ellipse

You can easily change a rectangle created by the QuickShape Tool or Rectangle Tool into an ellipse.

■ **To change a rectangle into an ellipse**

1. Select the polygon (see [Selecting objects](#))
2. Select the QuickShape Tool
3. Double-click on the **X** in the center of the rectangle.

`{button ,KL('tools,quickshape tool',0,`____No_Topics_Found`,`)}` **Related Topics**

Changing a transparency bitmap

[Bitmap transparency](#) is one of the [transparency](#) options available in Xara X. At any time you can change to a different bitmap to control the transparency.

- **To change a transparency bitmap**
 1. Select the transparent object (see [Selecting objects](#)).
 2. From the Utilities menu, choose **Bitmap Gallery** to open the Bitmap Gallery.
 3. Select the new bitmap in the gallery (see [Selecting items in a gallery](#)).
 4. Click the **Transp** button in the gallery.

Tips

- You can use fill bitmaps from the Fill Gallery.
- You can also use **Bitmap name** in the [Transparency Tool](#) to select a different bitmap.
- If the bitmap you want to use is not in the Bitmap Gallery, use **Import** on the File menu to import it.

Related Topics

[Bitmap transparency](#)

[Bitmap Gallery](#)

[Fill Gallery](#)

Changing an ellipse into a polygon

You can easily change an ellipse created by the Ellipse Tool or QuickShape Tool into a polygon.

- **To change an ellipse into a polygon**
 1. Select the ellipse (see [Selecting objects](#)).
 2. Select the QuickShape Tool.
 3. Double-click on the **X** in the center of the ellipse.

`{button ,KL('tools,quickshape tool',0,`____No_Topics_Found`,`)}` **Related Topics**

Changing an object's fill color

You can easily change the color of the center of [objects](#).

■ To change an object's fill color

1. Select the object (see [Selecting objects](#)).
2. Click on a color on the Color Line (at the bottom of the window).

Tips

There are several other ways of changing the fill color which you may prefer to use:

- Drag-and-drop a color from the Color Line or the Color Gallery onto any object (selected or unselected).
- Select the object, select the color in the Color Gallery and click the **Apply** button in the gallery.
- Select the object, open the Color Editor and change the color. Note that this makes the object's color a [local color](#).
- Select the object and double-click on the current fill color panel on the Color Line. If the object is filled with a local color, you can then change it. If the object is filled with a named color, you can edit the named color.
- Select the object and open the Color Editor. Then use the Color Picker (the "eye-dropper") to select any color on the screen (even colors in other windows).
- To remove the fill color of an object (to make it hollow), apply 'No Color' (the hatched square on the [Color Line](#)) to the object.
- Colors from the Color Line or Color Gallery: any subsequent changes to these colors automatically changes the color of the object. See [Changing named colors](#).
- If the object is inside another object (for example, as part of a group), hold down CTRL and drag-and-drop from the Color Line or Color Gallery. See [Apply inside](#).

When you drag a color, the pointer shows what will happen if you drop it:



The color will be applied as a (flat) fill color or to a color handle of a [multi-stage fill](#).



The color will be applied as a line color.



The color will be used to set the current fill color attribute. See [Setting the current attributes](#).

Movie

{button ,EF('xarademo.exe', 'Colours Coloring Objects',1,')} Coloring objects

Related Topics

[Color Line](#)

[Color Gallery](#)

[Color Editor](#)

[Colors overview](#)

[Changing line color](#)

Changing an object's line color

This lets you change the color of any line including the line around objects. You can also use this to make a line invisible.

■ To change an object's line color

1. Select the object (see [Selecting objects](#)).
2. Right-click or SHIFT-click on a color on the Color Line.

Note:

If you apply a brush stroke to a line, settings in the Edit Brush dialog box control the types of color (if any) you can change. To display the Edit Brush dialog box:

1. Select the [Freehand & Brush Tool](#).
2. Click **Edit stroke**.
3. Go to the **Fill properties** tab.

For more information on the Edit Brush dialog box, click its Help button.

Tips

There are several other ways of changing the line color which you may prefer to use:

- Drag-and-drop a color from the Color Line (or the Color Gallery) onto the edge of any object (selected or unselected).
- Select the object, select the color in the Color Gallery and then CTRL-click on the Apply button in the gallery.
- Select the object, open the Color Editor and select "Local Line Color" from the drop-down list. Note that this makes the object's line color a local color if it was not already.
- Select the object and double-click on the current line color on the swatch on the Color Line. If the object is outlined with a local color, you can then change it. If the object is outlined with a named color, you can edit the named color.
- Select the object, open the Color Editor and select "Local Line Color" from the drop-down list. Then use the Color Picker (the "eye-dropper") to select any color on the screen (even colors in other windows).
- To make the line invisible right-click or drag-and-drop 'No Color' (the hatched square on the Color Line).
- Colors from the Color Line or Color Gallery: any subsequent changes to these colors automatically changes the line color of the object. See [Changing named colors](#).
- If the object is inside another object (for example, as part of a group), hold down CTRL and drag-and-drop from the Color Line or Color Gallery. See [Apply inside](#).

When you drag a color, the pointer shows what will happen if you drop it:



The color will be applied as a line color.



The color will be applied as a (flat) fill color.



The color will be used to set the current fill color attribute. See [Setting the current attributes](#).

Related Topics

[Color Line](#)

[Color Gallery](#)

[Color Editor](#)

[Colors overview](#)

[Changing fill color](#)

Changing bitmap fills



Bitmap fills are controlled using a pair of fill arrows joined at one end with three associated fill handles. The arrows point from the center of the bitmap to its top and right-hand edges and so control its position and the angles of the sides of the bitmap. The central fill handle controls the position of the bitmap. You can change the fill by moving the fill handles (to change the position, direction and stretching of the fill), applying different colors to the bitmap (to achieve a contone effect), altering the way the bitmap is tiled and changing the resolution (size) of the bitmap. You can also use the Transparency Tool Transparency Type options to alter the color of objects underneath the filled object.

What do you want to do?

- [Change the bitmap](#)
- [Move bitmap fill handles](#)
- [Change the colors of a bitmap fill](#)
- [Change the bitmap fill resolution](#)
- [Change the bitmap fill tiling](#)
- [Reduce the resolution of the bitmap in the fill](#)

{button ,KL('bitmap fills,applying',0,`____ No_Topics_Found`,`)} Related Topics

Changing bitmap palettes

You can create [contone](#) bitmaps by altering their palette. You can use any two colors so you can create, for example, sepia effects.

■ To change a bitmap palette:

1. Select the bitmap (see [Selecting objects](#)).
2. Click on the first color on the Color Line.
3. SHIFT-click on the second color on the Color Line.

Tips

- If you find the two colors are reversed (black is white and white is black), reapply them from the Color Line the other way around.
- You can also change the colors using drag-and-drop from the Color Line or Color Gallery onto the center and edge of a bitmap.
- You can also open the Color Editor and edit the line and fill colors of the bitmap directly.
- An easy way to create a grayscale image from a color one is to drag white from the Color Line and drop it onto the bitmap.
- You can also change the [brightness and contrast](#) of bitmaps.

Movie

`{button ,EF("XaraDemo.exe", "Bitmaps Bitmap Editing", 1, `) } Changing bitmaps`

Related Topics

[Bitmaps overview](#)

[Brightness](#)

[Color Gallery](#)

[Color Line](#)

[Colors overview](#)

[Contoning](#)

Changing bitmap transparency



Bitmap transparency produces a pattern across the selected objects. You can alter the 'grain' of the bitmap to produce a smooth or 'lumpy' transparency texture. You can alter the angle, direction and degree of transparency.

What do you want to do?

- [Change the bitmap](#)
- [Move bitmap transparency handles](#)
- [Change the transparency levels](#)
- [Change the bitmap transparency resolution](#)
- [Change the bitmap transparency tiling](#)
- [Change the transparency shape](#)
- [Change the Transparency Type](#)

Related Topics

[Applying bitmap transparency](#)

[Bitmap Gallery](#)

[Fill Gallery](#)

Changing circular fills



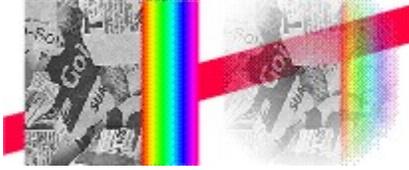
Circular fills are controlled using a single fill arrow with a fill handle on either end. Each end of the arrow has a color associated with it and the fill graduates from the color at the start handle (in the center) to the end handle on the radius. You can change the fill by moving the fill handles (to change the position and direction of the fill), applying different colors to each end or altering the fill effect (the way the color changes across the fill). You can also use the Transparency Tool Transparency Type options to alter the color of objects underneath the filled object.

What do you want to do?

- [Move fill handles](#)
- [Change the colors of a circular fill](#)
- [Change the fill tiling](#)
- [Change the fill profile](#)
- [Change the fill effect](#)
- [Create a multi-stage fill](#)
- [Change a multi-stage fill](#)

{button ,KL('circular fills,applying',0,`____No_Topics_Found`,`')}} Related Topics

Changing circular transparency



A circular transparency applied to an object is a graduation of transparency from one level to another in a radial fashion. The single transparency arrow (pointing from the center of the circle outwards) used to control it has a handle on either end. The length of the arrow defines the radius of the transparency graduation and the transparencies at either end defined by the levels applied to the handles.

What do you want to do?

- [Move transparency handles](#)
- [Change transparency shape](#)
- [Change the transparency levels](#)
- [Change the Transparency Type](#)

{button ,KL('circular transparency,applying',0,`____No_Topics_Found`,`)} Related Topics

Changing colors in multi-stage fills

Applies to [Linear](#), [Circular](#), [Elliptical](#), [Conical](#) and [Diamond](#) fills. Multi-stage fills let you have several different colors in your fill. So, a fill could run red-green-red yellow; you have full control over the colors used and where the colors change.

-
- **To change an existing color in the fill**

The [Fill arrow](#) shows a [handle](#) for each color in the fill.

1. Drag-and-drop the new color from the Color Line or Color Gallery onto the appropriate color handle.

or

1. Click the color handle to select it.

2. Choose a color on the [Color Line](#) or [Color Gallery](#). Or use the [Color Editor](#) to change the color.

To change the start or end colors, see [Changing the colors in fills](#).

Notes:

- Conical fills have a semicircular Fill arrow. Other fill types have straight Fill arrows. Always drag-and-drop colors onto the arrow.
- Elliptical and Diamond fills have a pair of Fill arrows. You can apply colors to only one of these arrows. (The arrow that was horizontal when you created the fill - this is the "primary" arrow.)
- The Selector Tool can also display the Fill arrow. See [Enabling fill handles](#).

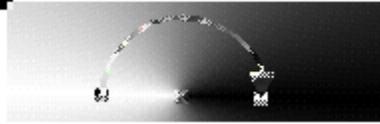
Related Topics

[Creating multi-stage fills](#)

[Changing multi-stage fills](#)

[Fill Tool](#)

Changing conical fills



Conical fills are controlled using a single semicircular fill arrow with a fill handle on either end. Each end of the arrow has a color associated with it and the fill graduates radially from the color at the start handle to the end handle on the opposite side. There is a third fill handle in the center of the fill controlling its position. Drag the center handle to move the fill. You cannot select this center handle or apply color to it. Dragging the outer fill handles lets you resize the semicircle. Changing the size of the semicircle does not affect the fill itself - only rotating the semicircle alters the fill. You can change the fill by moving the fill handles (to change the position and direction of the fill), applying different colors to each side or altering the fill effect (the way the color changes around the fill). You can also use the Transparency Tool Transparency Type options to alter the color of objects underneath the filled object.

What do you want to do?

- [Move fill handles](#)
- [Change the colors of a conical fill](#)
- [Change the fill effect](#)
- [Change the fill profile](#)
- [Create a multi-stage fill](#)
- [Change a multi-stage fill](#)

{button ,KL('conical fills,applying',0,`_____No_Topics_Found`,`')}} Related Topics

Changing conical transparency



A conical transparency applied to an object is a graduation of transparency from one level to another swept out in a radial fashion. The single semicircular transparency arrow used to control it has a handle on each end with an additional handle in the center. The handles on the ends of the arrow define the levels on either side of the conical transparency.

What do you want to do?

- [Move a transparency handle](#)
- [Change the transparency levels](#)
- [Change transparency shape](#)
- [Change the Transparency Type](#)

{button ,KL('conical transparency,applying',0,`____No_Topics_Found`,`)} Related Topics

Changing contour size

You can set the size when you create a [contour](#). This page describes changing the size after creation.

■ To change the contour size

1. Select the contoured object (see [Selecting objects](#)). (See Notes.)
2. Choose the Contour Tool.
3. Drag any of the eight [handles](#) that surround the selected objects, or for more precise control, either drag the **Width** slider, or type a new value into the text box.
As you drag, you see the outline of the contour.

Notes

- You can also use the Contour Tool to select objects - [more details](#).
- Dragging the handles lets you swap between inside and outside contours. (Drag the handles inside or outside the objects to swap.) For the other options see [Swapping between inside and outside contour](#). Note that lines can have only outside contours.
- If you have several contoured objects selected, any changes apply to all the contours.

[Movies](#)

`{button ,EF("XaraDemo.exe",`Contour Using Contours',1,`) }` [Using contours](#)

Related Topics

[Contours](#)

[Contour Tool](#)

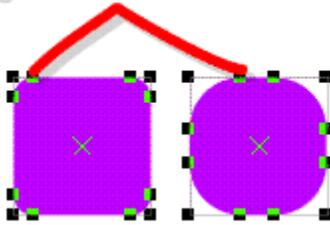
Changing curved corners on a polygon

Polygons created using the QuickShape Tool can have either sharp or rounded corners.

■ **To change the corner curvature of a polygon**

1. Select the polygon (see [Selecting objects](#)).
2. Choose the QuickShape Tool.
3. Drag one of the curvature handles. The QuickShape corners become more or less curved as you drag the handle.

Drag the curved corner handles



Related Topics

[QuickShape Tool](#)

[Polygons](#)

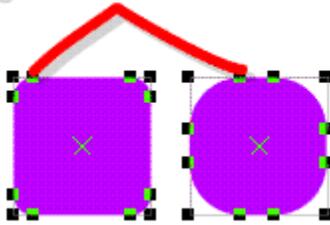
Changing curved corners on a rectangle

Rectangles created using the QuickShape Tool can have either sharp or rounded corners.

■ **To change the corner curvature of a rectangle**

1. Select the rectangle (see [Selecting objects](#)).
2. Choose the QuickShape Tool or the Rectangle Tool.
3. Drag one of the curvature handles. The QuickShape corners become more (or less) curved as you drag the handle.

Drag the curved corner handles



Related Topics

[QuickShape Tool](#)

[Rectangle Tool](#)

[Polygons](#)

Changing curved lines and shapes

After drawing a [line](#) or [shape](#) with curved segments, you can change the angle and direction of the curve.

■ To change a curved line or shape

1. Select the line or shape (see [Selecting objects](#)).
2. Choose the Shape Editor Tool.
3. Click on a [point handle](#).
4. Drag either of the two [curve handles](#) to reform the line segment.

or

1. Select the line or shape.
2. Choose the Shape Editor Tool or the Pen Tool.
3. Move the mouse pointer over the line. (The pointer changes to an arrow, see below).
4. Drag to reform the line segment.

- Drag to reform the line.
-

Tips

- You can use the Selector Tool to move point handles if you have enabled edit handles. See [Enabling edit handles](#).
- If the pop-up menu is opened with the pointer over a point handle, it can be used to edit lines and shapes without the need to choose the Shape Editor Tool. See [Point Handle Pop-up Menu](#).

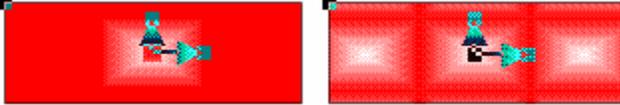
`{button ,KL('point handles;tools,shape editor tool;tools,pen tool',0,';')} Related Topics`

[Point handles](#)

[Shape Editor Tool](#)

[Pen Tool](#)

Changing the tiling of diamond fills



You can change [diamond fills](#) so the colors extend out to infinity or so the color pattern repeats.

- **To change the tiling**
 1. Select the object (see [Selecting objects](#)).
 2. Choose the Fill Tool.
 3. Select **Simple** or **Repeating** from the menu on the [Fill Tool Info](#)bar.

Related Topics

[Fill Tool](#)

[Applying diamond fills](#)

[Changing diamond fills](#)

Changing diamond fills



Diamond fills are controlled using a pair of [fill arrows](#) with [fill handles](#) on the ends and at the center. The center handle controls the position of the fill and one of the two colors. The outer two handles control the size of the fill and the other color. Diamond fills are very similar to [elliptical fills](#). You can change the fill by moving the fill handles (to change the position and direction of the fill), applying different colors or altering the fill effect (the way the color changes across the fill). You can also use the [Transparency Tool](#) [Transparency Type](#) options to alter the color of objects underneath the filled object.

What do you want to do?

- [Move fill handles](#)
- [Change the colors of an diamond fill](#)
- [Change the fill tiling](#)
- [Change the fill effect](#)
- [Change the fill profile](#)
- [Create a multi-stage fill](#)
- [Change a multi-stage fill](#)

{button ,KL('diamond fills,applying',0,`____ No_Topics_Found`,`)} Related Topics

Changing diamond transparency



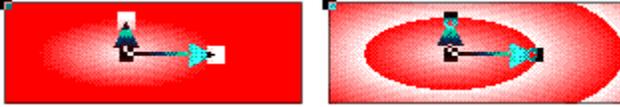
An diamond transparency applied to an object is a graduation of transparency from one level to another in a square pattern radiating out from the center. The pair of transparency arrows used to control it have a handle on one end and one at their joining point. The length of the arrows defines the width and height of the diamond. The transparencies of the center and outer edge are defined by the levels applied to the handles. By moving the outer handles you can stretch and squash the diamond. Moving the center handle moves the whole transparency.

What do you want to do?

- [Move a transparency handle](#)
- [Change the transparency levels](#)
- [Change transparency shape](#)
- [Change the Transparency Type](#)

{button ,KL('diamond transparency,applying',0,`___ No_Topics_Found`,`)} Related Topics

Changing the tiling of elliptical fills



You can change [elliptical fills](#) so the outer color extends out to infinity or so the fill repeats as a series of rings.

- **To change the tiling**
 1. Select the object (see [Selecting objects](#)).
 2. Choose the Fill Tool.
 3. Select **Simple** or **Repeating** from the menu on the [Fill Tool Infobar](#).

Related Topics

[Fill Tool](#)

[Applying elliptical fills](#)

[Changing elliptical fills](#)

Changing elliptical fills



Elliptical fills are controlled using a pair of fill arrows with fill handles on the ends and at the center. The center handle controls the position of the fill and one of the two colors. The outer two handles control the size of the fill and the other color. Elliptical fills are very similar to circular fills, except that the second fill arrow gives extra control over the shape of the fill. You can change the fill by moving the fill handles (to change the position and direction of the fill), applying different colors or altering the fill effect (the way the color changes across the fill). You can also use the Transparency Tool Transparency Type options to alter the color of objects underneath the filled object.

What do you want to do?

- [Move fill handles](#)
- [Change the colors of an elliptical fill](#)
- [Change the fill tiling](#)
- [Change the fill profile](#)
- [Change the fill effect](#)
- [Create a multi-stage fill](#)
- [Change a multi-stage fill](#)

{button ,KL('elliptical fills,applying',0,`____No_Topics_Found`,`')} Related Topics

Changing elliptical transparency



An elliptical transparency applied to an object is a graduation of transparency from one level to another in a radial fashion. The pair of transparency arrows used to control it have a handle on one end and one at their joining point. The length of the arrows defines the radii of the transparency graduation and the transparencies of the center and outer edge are defined by the levels applied to the handles.

What do you want to do?

- [Move a transparency handle](#)
- [Change the transparency levels](#)
- [Change transparency shape](#)
- [Change the Transparency Type](#)

{button ,KL('elliptical transparency,applying',0,`____No_Topics_Found`,`')}} Related Topics

Change an existing color in a multi-stage fill

Applies to [Linear](#), [Circular](#), [Elliptical](#), [Conical](#) and [Diamond](#) fills. Multi-stage fills let you have several different colors in your fill. So, a fill could run red-green-red yellow; you have full control over the colors used and where the colors change.

-
- **To change an existing color in the fill**

The [Fill arrow](#) shows a [handle](#) for each color in the fill.

1. Drag-and-drop the new color from the Color Line or Color Gallery onto the appropriate color handle.
or
1. Click the color handle to select it.
2. Choose a color on the [Color Line](#) or [Color Gallery](#). Or use the [Color Editor](#) to change the color.

To change the start or end colors, see [Changing the colors in fills](#).

Notes:

- Conical fills have a semicircular Fill arrow. Other fill types have straight Fill arrows. Always drag-and-drop colors onto the arrow.
- Elliptical and Diamond fills have a pair of Fill arrows. You can apply colors to only one of these arrows. (The arrow that was horizontal when you created the fill - this is the "primary" arrow.)
- The Selector Tool can also display the Fill arrow. See [Enabling fill handles](#).

Related Topics

[Creating multi-stage fills](#)

[Changing multi-stage fills](#)

[Fill Tool](#)

Changing fills

The Fill Tool and Selector Tool can be used to edit a [fill](#) which has been applied to an [object](#). For information on fills, see the [Fills Overview](#).

- [Changing linear fills](#)
- [Changing circular fills](#)
- [Changing elliptical fills](#)
- [Changing conical fills](#)
- [Changing diamond fills](#)
- [Changing three color fills](#)
- [Changing four color fills](#)
- [Changing bitmap fills](#)
- [Changing fractal fills](#)
- [Creating multi-stage fills](#)

Related Topics

[Applying fills](#)

[Fill Tool](#)

Changing flat transparency



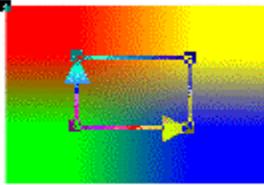
A flat transparency applied to an object give the same level of transparency over the whole object. You can change the transparency of the whole object or the type of transparency used.

What do you want to do?

- [Change the transparency level](#)
- [Change the transparency shape](#)
- [Change the Transparency Type](#)

{button ,KL('flat transparency,applying',0,`____No_Topics_Found`,`')}} Related Topics

Changing four color fills



Four color fills are controlled using a pair of fill arrows joined at one end with a fourth fill handle forming a parallelogram. You can move all four fill handles by dragging the handle at the base of the arrows. You can change the fill by moving the fill handles (to change the position, direction and stretching of the fill) and applying different colors to the four handles. You can also use the Transparency Tool Transparency Type options to alter the color of objects underneath the filled object.

What do you want to do?

- Move the fill handles
- Change the colors of the fill
- Change the tiling
- Change the fill profile

{button ,KL('four color fills,applying',0,`____No_Topics_Found`,`')} Related Topics

Changing four point transparency



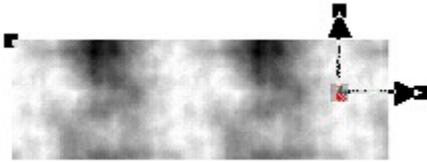
Four point transparency applied to an object produces graduations of transparency between four points, each with its own transparency level. The transparency is controlled using a pair of transparency handles which form two sides of a parallelogram. Moving the handle at the base of the arrows moves the whole transparency. You can set the transparency levels of the four handles to any values you like.

What do you want to do?

- [Move a transparency handle](#)
- [Change the transparency levels](#)
- [Change transparency shape](#)
- [Changing the tiling](#)
- [Change the Transparency Type](#)

{button ,KL('three point transparency,applying',0,`___No_Topics_Found`,`')} Related Topics

Changing fractal fills



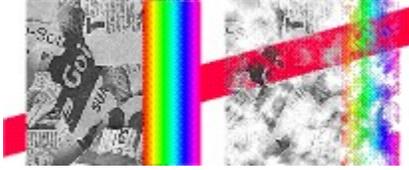
[Fractal Cloud fills](#) and [Fractal Plasma fills](#) are controlled using a pair of [fill arrows](#) joined at one end with three associated [fill handles](#). The arrows point from the center of the fractal to its top and right-hand edges and so control its position and the angles of the sides of the fractal. The central fill handle controls the position of the center of the fractal. A fractal fill repeats a square of fractal texture to fill an object - it is very similar to a [bitmap fill](#). You can change the fill by moving the fill handles (to change the position, direction and stretching of the fill), applying different colors to the fractal, altering the way the fractal is tiled and changing the resolution (size) of the fractal. You can also use the [Transparency Tool Transparency Type](#) options to alter the color of objects underneath the filled object.

What do you want to do?

- [Move fractal fill handles](#)
- [Change the colors of a fractal fill](#)
- [Change the fractal fill resolution](#)
- [Change the fractal fill tiling](#)
- [Change the fill effect](#)
- [Change the fractal grain](#)

{button ,KL('fractal fills,applying',0,'___No_Topics_Found',``)} Related Topics

Changing fractal transparency



Fractal Cloud transparency and Fractal Plasma transparency produces random, varying transparency levels across the selected objects. This is similar to a fractal fill except that the fractal values alter the level of transparency rather than the color. You can alter the 'grain' of the fractal to produce a smooth or 'lumpy' transparency texture. You can alter the angle, direction and exact degree of transparency.

What do you want to do?

- [Change the transparency shape](#)
- [Change the transparency levels](#)
- [Move the transparency handles](#)
- [Change the fractal grain](#)
- [Change the fractal resolution](#)
- [Change the fractal tiling](#)
- [Change the Transparency Type](#)

{button ,KL('fractal transparency,applying',0,`____No_Topics_Found`,`)} Related Topics

Changing line ends

The shape of line ends can be butt cap, round cap or square cap.

■ **To change a line end**

1. Select the line (see Selecting objects).
2. From the Utilities menu, choose **Line Gallery**.
3. Select the type of line-end from the drop-down list. This changes both ends of the line.

Note:

- You cannot change the line end if a brush or stroke shape is already applied.

Related Topics

[Line Gallery](#)

[Changing join style](#)

[Adding arrowheads](#)

Changing join style

The joins between segments in [lines](#), [contours](#), [bevels](#) and outlines of [shapes](#), [QuickShapes](#) and [text](#) can be changed between [miter joins](#), [round joins](#) and [beveled joins](#).

- **To change a join style**

1. Select the object (see [Selecting objects](#)).
2. From the Utilities menu, choose **Line Gallery**.
3. Select the join style from the drop-down list. This changes all joins on the selected line or shape.

Note:

- You can also select a join style using buttons in the [Bevel Tool](#) or [Contour Tool](#)

Related Topics

[Line Gallery](#)

[Changing line ends](#)

Changing line thicknesses

You can change the thickness of [lines](#) and outlines of [shapes](#), [text](#) and [QuickShapes](#). This changes the thickness of the entire line. You cannot change the thickness of just a part of a line.

■ To change the line thickness

1. Select the object (see [Selecting objects](#)).
2. Either:

- select a thickness from the drop-down list on the control bars,
- or type a thickness into the field on the control bars (for example "2cm" or "0.1in") and press RETURN.

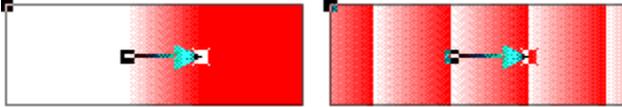
You can also use **Stroke shapes** in the [Line Gallery](#) or [Freehand & Brush Tool](#) to [profile lines](#). (For example to create a tapering line.) See [Changing the stroke shape](#).

Tips

- If you want to make a line invisible, choose **None** from the line width drop-down list. This sets the outline color of the object to No Color (See [Changing an object's line color](#).)
- You can also choose **Line Gallery** from the Utilities menu and then double-click on a line thickness in the gallery or drag-and-drop a line thickness from the Line Gallery onto the object.
- If you want to change the line thickness for future objects, change the line width with no objects selected. See [Setting the current attributes](#) for more information.
- Changing the line thickness of a compound object (for example a group) changes the line thicknesses of all the objects in the compound object. To change the line thickness of one object inside a compound object, select the object inside and choose a line width. See [Selecting objects in objects](#).
- Changing the line thickness of a line or outline that is transparent removes the transparency and colors the line black so you can see it.

{button ,KL('line',0,`___ No_Topics_Found`,`')} Related Topics

Changing the tiling of linear fills



You can change [linear fills](#) so the colors extend out to infinity or repeat as a series of bands.

■ To change the tiling

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Select **Simple** or **Repeating** from the menu on the [Fill Tool Infobar](#).

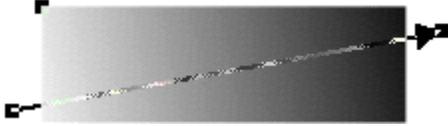
Related Topics

[Fill Tool](#)

[Applying linear fills](#)

[Changing linear fills](#)

Changing linear fills



Linear fills graduate from one color to another. They are controlled using a single fill arrow with a fill handle on either end. Each handle has a color associated with it. You can change the fill by moving the fill handles (to change the position and direction of the fill), applying different colors to the handles or altering the fill effect (the way the color changes across the fill). You can also use the Transparency Tool Transparency Type options to alter the color of objects underneath the filled object.

What do you want to do?

- [Move fill handles](#)
- [Change the colors of a linear fill](#)
- [Change the fill tiling](#)
- [Change the fill profile](#)
- [Change the fill effect](#)
- [Create a multi-stage fill](#)
- [Change a multi-stage fill](#)

{button ,KL('linear fills,applying',0,` ____ No_Topics_Found',`)} Related Topics

Changing linear transparency



A linear transparency applied to an object is a graduation of transparency from one level to another in a linear fashion. There is a single transparency arrow for control. Dragging the handles at the ends of this arrow changes the direction and start and finish of the transparency graduation. You can also change the transparency levels applied to each handle.

What do you want to do?

- [Move the transparency handles](#)
- [Change the transparency levels](#)
- [Change the transparency shape](#)
- [Change the Transparency Type](#)

{button ,KL('linear transparency,applying',0,` ____ No_Topics_Found`,`)} Related Topics

Changing molded text

Text which has been molded cannot be edited directly in Xara X, but described below is a simple process which allows you to easily remove the mold, edit the text and reapply the mold.

- **To edit molded text**
 1. Select the molded text object (see [Selecting objects](#)).
 2. Choose the Mold Tool.
 3. Click the **Copy Mold** button on the [Mold Tool Infobar](#).
 4. Click the **Remove Mold** button on the Infobar to remove the mold from the text.
 5. Edit the text object as normal (see [Editing text.](#))
 6. Choose the Mold Tool again.
 7. Click either **Paste Envelope** or **Paste Perspective** button on the Infobar.

Tips

- Don't use Cut or Copy while you're editing the text as this overwrites the mold on the clipboard.
- You could make it easy to change the colors in the text by using [named colors](#). You can then change the colors without having to remove the mold.

Related Topics

[Mold Tool](#)

[Text Tool](#)

Changing multi-stage fills

Applies to [Linear](#), [Circular](#), [Elliptical](#), [Conical](#) and [Diamond](#) fills. Multi-stage fills let you have several different colors in your fill. So, a fill could run red-green-red yellow; you have full control over the colors used and where the colors change.

■

What do you want to do?

- [Add more colors](#)
- [Change an existing color in the fill](#)
- [Change the position of a color in the fill](#)
- [Delete a color](#)

Movies

{button ,EF("XaraDemo.exe","GradFill Linear Circular Elliptical and Conical Fills",1,`) } Using linear, circular, elliptical and conical fills

Related Topics

[Creating multi-stage fills](#)

[Fill Tool](#)

Changing named colors

You can edit [named colors](#) if required. All the objects that use that color automatically show any changes you make. Any [shade colors](#), [tint colors](#) or [linked colors](#) based on the edited color also change.

■ To change a named color

1. From the Utilities Menu, choose **Color Editor**.
2. Choose the named color from the drop-down list in the Color Editor.
3. Alter the color using the Color Editor. You can alter the color value, or its type.

Tips

- You can also drag-and-drop the color from the Color Line or Color Gallery onto the Color Editor.
- You can also select the color in the Color Gallery then click the **Edit** button in the gallery or just double-click on the color. (See [Color Gallery](#))
- Selecting an object and then editing the color shown in the Color Editor creates a [local color](#). You must specifically choose a named color before you can edit it.
- You can also select the color from an object visible on screen. Select the object and drag the color from the swatch on the left of the Color Line onto the Color Editor.
- You can see more options in the Color Editor if you click the **Show Advanced Options** button.

Related Topics

[Named colors](#)

[Color Editor](#)

[Color Line](#)

[Color Gallery](#)

[Creating Shade colors](#)

Changing shade colors

You can change a [shade color](#) to make it lighter or darker than its parent color. To change its basic color (its [Hue](#)) you must edit the parent color.

■ To change a shade color

1. From the Utilities menu choose **Color Editor**.
2. Drag-and drop the shade from the Color Line onto the Color Editor. (The Color Editor then shows the name of the shade.) You can only alter the Saturation and Value - the Hue is fixed by the parent color. All objects that use this shade automatically change as you change the color in the Color Editor. For more information, see [Color Editor - Shade Colors](#).
3. When the color is correct close the Color Editor.

Tip

- The parent color is shown in the Color Editor as a small white X.
- When you are editing a shade you can display the parent color by right-clicking on the editor to open a menu and selecting **Edit parent**. Editing the parent automatically changes **all** shades based on it.

Related Topic

[Shade colors](#)

[Color Editor](#)

Changing text font

Once you have created a [text object](#), you can change the [font](#) used by all of it or part of it. If you want to create a new text object using a particular font, just place the [text cursor](#) in the document and choose the font from the [Text Tool Infobar](#).

- **To change text font**

1. Select the text you want to change (see [Selecting text](#)).
2. Choose the Text Tool.
3. Select the font from the drop-down list on the Infobar.

Tips

- You can also choose the font from the Font Gallery. Double-click on a font in the gallery to apply it to the selected text.
- The symbol on the left of the font name in the font drop-down list shows whether the font is a [TrueType](#) font or an [ATM](#) font.

Related Topics

[Text Tool](#)

[Font Gallery](#)

Changing the brush stroke design of lines

See also [Editing brushes](#).

The [Freehand & Brush Tool](#) and [Line Gallery](#) include a wide range of brush stroke designs that you can apply to lines and the outlines of shapes.

■ To change the brush stroke design using the Freehand & Brush Tool

This is often the easier method as the start of the list shows the most recently used brush designs.

1. Select the Freehand & Brush Tool.
2. If necessary click on the line to select it
3. Choose from the **Select brush** list.

■ To change the brush stroke design using the Line Gallery

1. Select the line or shape (see [Selecting objects](#)).
2. From the Utilities menu, choose Line Gallery.
3. Scroll in the gallery to the [Brush Strokes sections](#).
4. Double click on a stroke design.

Tip

- You can also drag-and-drop a brush stroke from the gallery onto any line or shape (selected or unselected).
- You can also create your own brush strokes designs - see [Creating custom brush strokes](#).
- You can change the properties of brush strokes. See [Changing brush stroke properties](#).
- Some brush strokes are directional (for example, the footprints). Their direction depends on the direction of the line. If necessary you can [reverse the line direction](#).
- You can use brushes to "paint" with bitmaps - [more details](#).

Note:

- Applying a brush removes any arrowhead/tail or dash pattern already applied to the line.

`{button ,KL('line',0,'','')}` **Related Topics**

Changing the aspect ratio of text

Once you have created a [text object](#), you can change the [aspect ratio](#) of all the characters in it or just some of them. If you want to create a new text object using a particular aspect ratio, just place the [text cursor](#) in the document and change the aspect ratio on the [Text Tool Infobar](#).

■ To change the aspect ratio of text

1. Select the text you want to change (see [Selecting text](#)).
2. Choose the Text Tool.
3. Change the aspect ratio on the drop-down list on the Infobar.

Tips

- An aspect ratio of 80% gives narrow (condensed) text whereas a ratio of 120% gives wide text. (Values below 80% and above 130% can make the text look distorted.)
- You can also change the size of whole text objects using the Selector Tool. See [Scaling objects](#).

`{button ,KL('tools,text tool',0,` ____No_Topics_Found`,`)}`} Related Topics`

Changing the background

With Xara X you can create bitmaps that are anti-aliased to a background. This means the drawing blends seamlessly with the background and avoids any obvious border around the edge of the bitmap. To make this easier, you can give the Xara X background the same background as the final web page will have.

You can use either a flat color or a bitmap as the background. You can use any color in the Color Gallery (including those in other documents) for a background color or create a custom color. You can use any bitmap in the Fill or Bitmap Gallery as a background. Bitmaps are automatically tiled if necessary, exactly as they are in web browsers.

■ Using a color as a background

1. Open the Color Gallery.
2. Click on the color you want as your background. This selects the color.
3. Click the **Background** button.

■ Use a bitmap as the background

1. From the Utilities menu choose either Clipart Gallery or Fill Gallery.
2. Select the bitmap you want to use.
3. Click the **Background** button in the gallery.

Tips

- You can also drag the color from the Color Gallery or a bitmap onto the background of the page whilst holding down the CTRL key.
- Use the Color Editor to create a custom color. Create the color you want and then CTRL+drag the color patch in the Color Editor onto the background of the page.
- Immediately after applying a background color you can use the Color Editor to modify it. You can do this until you use the Color Editor to edit another color.
- To set the background back to white, right-click on the page and select **Default Page Background**.

Related Topics

[Color Editor](#)

[Color Gallery](#)

[Bitmap Gallery](#)

[Background](#)

Changing the baseline shift of text

Once you have created a [text object](#), you can change the vertical position (baseline) of any piece of text inside the text object. If you want to create a new text object using a specific baseline shift, just place the [text cursor](#) in the document and set the baseline shift on the [Text Tool Infobar](#). The baseline shift is displayed in the default text units (usually points - pt).

■ To change the baseline shift

1. Select the text you want to change (see [Selecting text](#)).
2. Choose the Text Tool.
3. Click the buttons on the Line Spacing control on the right hand side of the Text Tool Infobar.

Tips

- You can also set the line spacing by typing a value into the line spacing field and pressing RETURN.
- You can enter values using any unit, for example you can enter '4pt' or '2cm'. If you type a value with no [units](#), it uses the text units.

{button ,KL('tools,text tool',0,` ____No_Topics_Found`,`')}} Related Topics

Changing the bevel color or fill effect

After [applying a bevel](#) to an object, you can change the bevel's color or fill effect. You can apply any of Xara X's color effects including [multi-stage fills](#).

■ **How to change the bevel color:**

The easiest way is to drag-and-drop a color from the Color Line onto the bevel. (Make sure you drop the color onto the bevel and not the object.)

Alternatively:

This method is slightly more complex but you have full control over the color.

1. Select the bevel using the [Selector Tool](#). (Make sure you select the bevel and not the object.)
2. Use the [Color Editor](#) to edit the color.

■ **How to change the bevel object:**

1. Select the bevel using the [Selector Tool](#). (Make sure you select the bevel and not the object.)
2. Use the [Fill Tool](#) to edit the fill effect.

Tip:

- If you have several beveled objects selected, any changes apply to all the bevels.

[Movies](#)

{button ,EF("XaraDemo.exe",`Bevel Using Bevels',1,`) } Using bevels

Related Topics

[Bevel Tool overview](#)

[Modifying a bevel](#)

[Applying fills](#)

Changing the bevel join style

After [applying a bevel](#) to an object, you can change the shape of the corners (joins). Options are [miter](#), [round](#) and [beveled](#).

- **How to change the bevel join style:**

1. Select the object (see [Selecting objects](#)).
2. Click the appropriate Join button on the Bevel Tool Infobar. Note that changing the join style also changes the joins of any [contours](#) and lines in the selected objects.

Tip:

- If you have several beveled objects selected, any changes apply to all the bevels.

Related Topics

[Bevel Tool overview](#)

[Modifying a bevel](#)

Changing the bevel light source

The bevel effect is created by a light shining across the object and highlighting the shape (profile) of the bevel. You can change the direction and height of the light and its strength (the contrast).

■ **Changing the light angle (horizontal direction):**

1. Select the object (see [Selecting objects](#)).
2. Choose the Bevel Tool.
3. If necessary apply a bevel (see [Applying a bevel](#)).
4. Drag the arrowhead to change the position of the light source.

Notes:

- You cannot move the center of the arrow, only the arrowhead.
- For precise angles, select **Light angle** from the [Slider Type list](#). Then drag the slider or type into the text box.
- If you have several beveled objects selected, **Light angle** changes all bevels. Dragging the arrow changes just the bevel (or bevels) that the arrow refers to.

■ **Changing the light strength (contrast)**

1. Select the object (see [Selecting objects](#)).
2. Choose the Bevel Tool.
3. If necessary apply a bevel (see [Applying a bevel](#)).
4. Select **Contrast** from the [Slider Type list](#). Then drag the slider or type into the text box.

Notes:

- If you have several beveled objects selected, any changes apply to all the bevels.
- The colors used in the bevel affect the contrast. For example strong (saturated) colors require more contrast than weak colors to get the same effect. For best results you will probably have to adjust the contrast for each object.

■ **Changing the light elevation (vertical angle)**

This lets you move the light anywhere from immediately above the object (90°) to the side of the object (0°).

1. Select the object (see [Selecting objects](#)).
2. Choose the Bevel Tool.
3. If necessary apply a bevel (see [Applying a bevel](#)).
4. Select **Light elevation** from the [Slider Type list](#). Then drag the slider or type into the text box.

Notes:

- If you have several beveled objects selected, any changes apply to all the bevels.
- For **rounded** bevels we recommend a light elevation of 30°. At this angle the bevel blends smoothly with the object.

Movies

{button ,EF("XaraDemo.exe",`Bevel Using Bevels',1,`) } Using bevels

Related Topics

[Applying a bevel](#)

[Modifying a bevel](#)

[Removing a bevel](#)

[Bevel Tool](#)

Changing the bevel size

This describes how to change the size of the bevel at the edge of objects.

- **How to change the bevel size:**
 1. Select the object (see [Selecting objects](#)).
 2. Choose the Bevel Tool.
 3. If necessary apply a bevel (see [Applying a bevel](#)).
 4. From the [Slider Type](#) list choose **Size**.
 5. Either drag the slider or type a value into the text box.

Tip:

- If you have several beveled objects selected, any changes apply to all the bevels.

Movies

{button ,EF("XaraDemo.exe",`Bevel Using Bevels',1,`) } Using bevels

Related Topics

- [Applying a bevel](#)
- [Modifying a bevel](#)
- [Removing a bevel](#)
- [Bevel Tool](#)

Changing the bitmap in a bitmap fill

If an object already has a [bitmap fill](#) you can change the [bitmap](#) used. It is often easier to change the bitmap by reapplying the bitmap fill (see [Applying bitmap fills](#)).

- **To change the bitmap in a bitmap fill**

1. Select the bitmap filled object (see [Selecting objects](#)).
2. Choose the [Fill Tool](#).
3. Select a new bitmap from the drop-down list on the [Fill Tool Infobar](#).
Or click **More** to open the [Fill Gallery](#) to choose from a wider range of bitmaps.

Tip

- You can also directly use the [Bitmap gallery](#) or [Fill Gallery](#). Select the required bitmap and click **Fill**.

Related Topics

[Bitmaps overview](#)

[Fills overview](#)

Changing the bleed setting

Bleed-off allows your document to be printed over the edge of the page. The standard bleed-off distance is 0.3cm, but If in doubt ask your [print shop](#).

- **To change the bleed setting**

1. From the Utilities Menu, choose **Options** (see [Options](#)).
2. Click the Page tab.
3. Select the bleed option and enter a value for the bleed size.

Tip

- Note that bleed-off may require a larger paper size and increase costs.

Changing the blend attribute profile

After creating a [blend](#) you can change how the attributes (such as transparency, colors or line thickness) change. You might want a regular rate of change or a more pronounced change towards one end or the center.

■ To change the attribute profile

1. Create the blend - see [Blending objects](#).
2. In the Blend Tool click **Attribute profile**. This opens the [profile dialog box](#).
3. You either select a predefined profile from the drop-down list or drag the sliders to create a custom profile. The top option in the drop-down list (the straight line) creates a regular rate of change.

When creating a custom profile:

Move the top slider towards:

-1 for more change at the end of the transition than at the start.

+1 for more change at the start.

Move the bottom slider towards:

-1 for more change at the start and end than in the center.

+1 for more change in the center.

Note

- The profile dialog box affects **all** attributes of the objects.

Movies

{button ,EF("XaraDemo.exe",`Profile Using Profiles',1,`) } Using profiles

Related Topics

[Blends](#)

[Blend Tool](#)

Changing the blend position profile

After creating a blend you can change how the intermediate steps are spaced. You can have regular spacing or closer at one end than the other or closer in the center.

■ To change the position profile

1. Create the blend - see [Blending objects](#).
2. In the Blend Tool click **Position profile**. This opens the [profile dialog box](#).
3. You either select a predefined profile from the drop-down list or drag the sliders to create a custom profile. The top option in the drop-down list (the straight line) creates regular spacing.

When creating a custom profile:

Move the top slider towards:

-1 for more change at the start of the blend.

+1 for more change at the end of the blend.

Move the bottom slider towards:

-1 for more change at the start and end than in the center.

+1 for more change in the center.

Movies

{button ,EF("XaraDemo.exe",`Profile Using Profiles',1,`) } Using profiles

Related Topics

[Blends](#)

[Blend Tool](#)

Changing the brightness and contrast of bitmaps

Xara X lets you change the brightness, contrast and color (saturation) of a bitmap. The controls are similar to those on a domestic television.

■ To change the brightness, contrast or color

1. Select the bitmap (see [Selecting objects](#)).
2. From [Bitmap Effects & Plug-ins](#) on the Utilities menu, choose **Bitmap Effects**.
3. Choose **Brightness & Contrast**.
4. Move the sliders as required.
5. Click **OK** to insert the new, altered bitmap into the document.

Tips

- The results of changes using the sliders will be shown instantly in the preview on the right-hand side of the dialog box. There is no need to use the **Test** button.
- You can also select a bitmap in the Bitmap Gallery and then click the **Plug-ins** button on the Gallery.

Changing the color of guides

Depending on the colors used in your drawing, you may want to change the color of [guide objects](#) and [guidelines](#) so they are more clearly visible.

- **To change the color of guides**

1. Right-click on the [guides layer](#) in the Layer Gallery to open the pop-up menu.
2. Choose **Properties** to open the Layer Properties dialog box.
3. If necessary select the Guides tab.
4. Select a suitable color from the drop-down list at the bottom of the dialog box.

Tip

- Guides are displayed with a colored, dotted outline.

{button ,KL('guides;layers,layer gallery overview',0,`____No_Topics_Found`,`')}} **Related Topics**

Changing the color units

When you are editing a color in the Color Editor, you can use either percentages or values from 0 to 255. These color units are also used to make up the names for colors imported from color and palette files, for example **R126G0B0** or **R85%G0%B0%** depending on the color units setting.

- **To change the color units**

1. From the Utilities Menu, choose **Options**.
2. Click the **Units** tab.
3. In the Color Units section, choose **Percent** or **0-255**.

Tip

- If you need to enter a value in the other format from the one you have chosen, you can force the units by typing (for example) "25%" (for a percentage) or "25d" (for 0 to 255 value).

`{button ,KL('color editor overview',0,`____No_Topics_Found`,`)} Related Topics`

Changing the colors in bitmap fills

You can create a [contone](#) or duotone [bitmap fill](#) by applying colors to the fill handles. You can also use the [Transparency Tool](#) [Transparency Type](#) options to alter the color of objects underneath the filled object.

■ **To change the colors of a bitmap fill**

1. Choose the Fill Tool.
2. Click on a fill handle to select it
3. Click on a color on the Color Line.

Tips

- In step 3, you can also apply the color from the Color Gallery. Select a color and click **Apply**.
- You can also drag-and-drop colors onto the fill handles.
- You must select a fill handle before applying color. Otherwise you create a [flat fill](#).
- To return a bitmap fill to its original colors, drag the 'no color' patch off the Color Line onto each of the fill handles.
- If you have several objects selected, you can select all fill handles of a particular type (for example all center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Fill Tool](#)

[Fills overview](#)

[Color Line](#)

[Color Gallery](#)

[Applying bitmap fills](#)

Changing the colors in circular fills

After creating a [circular fill](#) you can easily change the start and end colors. Alternatively you can create a [multi-stage fill](#).

- **To change the colors in a circular fill**

Simply drag a color from the Color Line or the Color Gallery onto the filled object. When over the object, the shape of the mouse pointer shows whether the color will be applied to the center or outside of the fill circle:



Dropping the color will apply it to the outside (end handle) of the circular fill



Dropping the color will apply it to the center (start handle) of the circular fill

Tips

- You can also apply colors direct to the fill handles. Click on a fill handle to select it and then either:
 - click on a color on the Color Line.,
 - or double-click a color in the Color Gallery.,
 - or select a color in the Color Gallery and click **Apply**.

Caution: if there are no fill handles selected, these methods create a [flat fill](#).

- If you have several objects selected, you can select all fill handles of a particular type (for example all center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Fill Tool](#)

[Fills overview](#)

[Color Line](#)

[Color Gallery](#)

[Applying circular fills](#)

Changing the colors in conical fills

After creating a [conical fill](#) you can easily change the start and end colors. Alternatively you can create a [multi-stage fill](#).

- **To change the colors in a conical fill**

Simply drag a color from the Color Line or the Color Gallery onto the filled object. When over the object, the shape of the mouse pointer shows which side of the cone the color will be applied to:



Dropping the color will apply it to the end handle (one side) of the conical fill



Dropping the color will apply it to the start handle (the other side) of the conical fill

Tips

- You can also apply colors direct to the fill handles. Click on a fill handle to select it and then either:
 - click on a color on the Color Line,
 - or double-click a color in the Color Gallery,
 - or select a color in the Color Gallery and click **Apply**.

Caution: if there are no fill handles selected, these methods create a [flat fill](#).

- If you have several objects selected, you can select all fill handles of a particular type (for example all the start handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Fill Tool](#)

[Fills overview](#)

[Color Line](#)

[Color Gallery](#)

[Applying conical fills](#)

Changing the colors in diamond fills

After creating a [diamond fill](#) you can easily change the start and end colors. Alternatively you can create a [multi-stage fill](#).

- **To change the colors in a diamond fill**

Simply drag a color from the Color Line or the Color Gallery onto the filled object. When over the object, the shape of the mouse pointer shows whether the color will be applied to the center or outside of the fill ellipse:



Dropping the color will apply it to the outside (end handle) of the diamond fill

- Dropping the color will apply it to the center (start handle) of the diamond fill

Tips

- You can also apply colors direct to the fill handles. Click on a fill handle to select it and then either:
 - click on a color on the Color Line,
 - or double-click a color in the Color Gallery,
 - or select a color in the Color Gallery and click **Apply**.

Caution: if there are no fill handles selected, this method creates a [flat fill](#).

- If you have several objects selected, you can select all fill handles of a particular type (for example all the start handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Fill Tool](#)

[Fills overview](#)

[Color Line](#)

[Color Gallery](#)

[Applying diamond fills](#)

Changing the colors in elliptical fills

After creating a [elliptical fill](#) you can easily change the start and end colors. Alternatively you can create a [multi-stage fill](#).

- **To change the colors in a elliptical fill**

Simply drag a color from the Color Line or the Color Gallery onto the filled object. When over the object, the shape of the mouse pointer shows whether the color will be applied to the center or outside of the fill ellipse:

- Dropping the color will apply it to the outside (end handle) of the elliptical fill
- Dropping the color will apply it to the center (start handle) of the elliptical fill

Tips

- You can also apply colors direct to the fill handles. Click on a fill handle to select it and then either:
 - click on a color on the Color Line,
 - or double-click a color in the Color Gallery,
 - or select a color in the Color Gallery and click **Apply**.Caution: if there are no fill handles selected, these methods create a [flat fill](#).
- If you have several objects selected, you can select all fill handles of a particular type (for example all the start handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Fill Tool](#)

[Fills overview](#)

[Color Line](#)

[Color Gallery](#)

[Applying elliptical fills](#)

Changing the colors in a fill

After creating a [fill](#) you can easily change the start and end colors.

- **To change the colors in a fill**

Simply drag a color from the Color Line or the Color Gallery onto the filled object. When over the object, the shape of the mouse pointer shows whether the color will be applied to the start or end of the fill:

- Dropping the color will apply it to the start of the fill
- Dropping the color will apply it to the end of the fill

Tips

- You can also apply colors direct to the fill handles. Click on a fill handle to select it and then either:
 - click on a color on the Color Line,
 - or double-click a color in the Color Gallery,
 - or select a color in the Color Gallery and click **Apply**.

Caution: if there are no fill handles selected, these methods create a [flat fill](#).

- If you have several objects selected, you can select all fill handles of a particular type (for example all end handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Fill Tool](#)

[Fills overview](#)

[Color Line](#)

[Color Gallery](#)

[Applying fills](#)

Changing the colors in a four color fill

After creating a [four color fill](#) you can easily change the colors of any of the four handles.

- **To change the colors in a four color fill**

Simply drag a color from the Color Line or the Color Gallery onto the filled object. When over the object, the shape of the mouse pointer shows which handle the color will be applied to.

Tips

- Click on a fill handle to select it and then either:
 - click on a color on the Color Line,
 - or double-click a color in the Color Gallery,
 - or select a color in the Color Gallery and click **Apply**.
- Caution: if there are no fill handles selected, these methods create a [flat fill](#).
- If you have several objects selected, you can select all fill handles of a particular type (for example all the start handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Fill Tool](#)

[Fills overview](#)

[Color Line](#)

[Color Gallery](#)

[Applying four color fills](#)

Changing the colors in fractal fills

After creating a [Fractal Cloud fill](#) or [Fractal Plasma fill](#) you can easily change the start and end colors.

■ **To change the colors of a fractal fill**

1. Choose the Fill Tool.
2. Click on a fill handle to select it.
3. Click on a color on the Color Line.

Tips

- In step 3, you can also apply the color from the Color Gallery. Select a color and click **Apply**.
- You can also drag-and-drop colors onto the fill handles.
- You must select a [fill handle](#) before applying color. Otherwise you create a [flat fill](#).
- If you have several objects selected, you can select all fill handles of a particular type (for example all center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Fill Tool](#)

[Fills overview](#)

[Color Line](#)

[Color Gallery](#)

[Applying fractal fills](#)

Changing the colors in three color fills

After creating a [three color fill](#) you can easily change the colors of any of the three handles.

- **To change the colors in a three color fill**

Simply drag a color from the Color Line or the Color Gallery onto the filled object. When over the object, the shape of the mouse pointer shows which handle the color will be applied to.

Tips

- If you have several objects selected, you can select all fill handles of a particular type (for example all the start handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.
 - You can also apply colors direct to the fill handles. Click on a fill handle to select it and then either:
 - click on a color on the Color Line,
 - or double-click a color in the Color Gallery,
 - or select a color in the Color Gallery and click **Apply**.
- Caution: if there are no fill handles selected, these methods create a [flat fill](#).

Related Topics

[Fill Tool](#)

[Fills overview](#)

[Color Line](#)

[Color Gallery](#)

[Applying three color fills](#)

Changing the constrain angle

When you move, rotate and skew [objects](#) or move [handles](#), you can use the CTRL key to constrain the angle of movement.

- **To change the constrain angle**

1. From the Utilities Menu, choose **Options** (see [Options](#)).
2. Click the General tab.
3. In the Angle Constraint section, choose a value from the drop-down list.

Tip

- If the value you want is not listed, type the value (in degrees) into the field and press RETURN.

Changing the contour attribute profile

After creating a [contour](#) you can change how the attributes (such as color or line thickness) change. You might want a regular rate of change or a more pronounced change towards one end or the center.

■ To change the attribute profile

1. Create the contour - see [Contouring objects](#).
2. In the Contour Tool click **Attribute profile**. This opens the [profile dialog box](#).
3. You either select a predefined profile from the drop-down list or drag the sliders to create a custom profile. The top option in the drop-down list (the straight line) creates a regular rate of change.

When creating a custom profile:

Move the top slider towards:

-1 for more change at the outer edge of the contour.

+1 for more change at the inner edge.

Move the bottom slider towards:

-1 for more change in the center than at the edges.

+1 for more change at the edges.

Movies

{button ,EF("XaraDemo.exe",`Profile Using Profiles',1,`) } Using profiles

{button ,EF("XaraDemo.exe",`Contour Using Contours',1,`) } Using contours

Related Topics

[Contours](#)

[Contour Tool](#)

Changing the contour color

After [applying a contour](#) to an object, you can change the contour's color.

- **How to change the contour color:**

The easiest way is to drag-and-drop a color from the Color Line onto the contour. (Make sure you drop the color onto the contour and not the object.)

Alternatively:

This method is slightly more complex but you have full control over the color.

1. Select the contour using the [Selector Tool](#). (Make sure you select the contour and not the object.)
2. Use the [Color Editor](#) to edit the color.

Note that you can also select the contour using the Contour Tool. Click on the contour to select it.

Tip:

- If you have several contoured objects selected, any changes apply to all the contours.

[Movies](#)

{button ,EF("XaraDemo.exe",`Contour Using Contours',1,`) } Using contours

Related Topics

[Contour Tool](#)

[Modifying a contour](#)

Changing the contour position profile

After creating a contour you can change how the intermediate steps are spaced. You can have regular spacing or closer at one end than the other or closer in the center.

■ To change the position profile

1. Create the contour - see [Contouring objects](#).
2. In the Contour Tool click **Position profile**. This opens the [profile dialog box](#).
3. You either select a predefined profile from the drop-down list or drag the sliders to create a custom profile. The top option in the drop-down list (the straight line) creates regular spacing.

When creating a custom profile:

Move the top slider towards:

-1 for more change at the outer edge of the contour.

+1 for more change at the inner edge.

Move the bottom slider towards:

-1 for more change at the edges than in the center.

+1 for more change at the center.

Tip:

- If you have several contoured objects selected, any changes apply to all the contours.

Movies

{button ,EF("XaraDemo.exe",`Profile Using Profiles',1,`) } Using profiles

{button ,EF("XaraDemo.exe",`Contour Using Contours',1,`) } Using contours

Related Topics

[Contours](#)

[Contour Tool](#)

Changing the default page size

You may prefer new documents to use, for example, A4 page size. To do this, change the [template document](#).

■ To change the default page size

1. From the File menu, choose **Open**. This opens a new blank document.
2. From the File menu, choose **Page Options**.
3. From the Paper Size menu, select the new page size. For example A4.
4. Click **OK** to close the dialog box.
5. From the File Menu, choose **Save Template**.
6. Select **Use as Default Template**. This saves the template document with the new paper size.

This change applies to all new documents. It has no effect on existing documents.

Tips

- To change the page size for **only** the document you are working on, skip step 5.
- Similarly, you can also change the page orientation from landscape to portrait.
- To discard any changes you have made to the default document, you can return to the original default document supplied with Xara X (the factory default). To do this, delete the template.xar file in your Xara X folder. Xara X recreates the factory default document the next time you run Xara X.

Related Topics

[Template documents](#)

[Drawing and Animation documents](#)

Changing the default measurement units

You may prefer new documents to use, for example, inches for measurements. To do this, change the [template document](#).

■ To change the default units

1. From the File menu, choose **Open**. This opens a new blank document.
2. From the Utilities menu, choose **Options**.
3. Click the **Units** tab.
4. From the Page units drop-down, select the required units. For example inches.
5. Click **OK** to close the dialog box.
6. From the File Menu, choose **Save Template**.
7. Select **Use as Default Template**. This saves the template document with the new paper size.

This change applies to all new documents. It has no effect on existing documents.

Tips

- To change the page size for **only** the document you are working on, skip step 6.
- In the same way, you can change the font measurement units.
- To discard any changes you have made to the default document, you can return to the original default document supplied with Xara X (the factory default). To do this, delete the template.xar file in your Xara X folder. Xara X recreates the factory default document the next time you run Xara X.

Related Topics

[Template documents](#)

[Drawing and Animation documents](#)

Changing the duplication distance

Duplicate creates a copy of the selected objects which is offset from the original object. The horizontal and vertical offset can be changed.

- **To change the duplication distance**

1. From the Utilities Menu, choose **Options** (see [Options](#)).
2. Click the General tab.
3. Enter the horizontal distance in the X field (positive values move it to the right).
4. Enter the vertical distance in the Y field (positive values move it up).

{button ,KL('copying,objects',0,`____No_Topics_Found`,`)} Related Topics

Changing the feathering profile

After applying [feathering](#) you can change the transition across the feather. You might want a regular rate of change or a more pronounced change towards one end or the center.

On an 800x600 display the feathering profile button may be off the edge of the display. You may need to move the feathering control bar - see [Moving control bars](#).

■ To change the feathering profile

1. Create the feather - see [Feathering objects](#).
2. On the [Feathering Control Bar](#) click **Profile**. This opens the [Profile dialog box](#).
3. You either select a predefined profile from the drop-down list or drag the sliders to create a custom profile. The top option in the drop-down list (the straight line) creates a regular rate of change.

When creating a custom profile:

Move the top slider towards:

-1 for more change at the outer edge of the feather.

+1 for more change at the inner edge of the feather.

Move the bottom slider towards:

-1 for more change in the center than at the edges.

+1 for more change at the edges.

[Movies](#)

{button ,EF("XaraDemo.exe",`Profile Using Profiles',1,`) } Using profiles

{button ,EF("XaraDemo.exe",`Feather Using Feathering',1,`) } Using feathering

{button ,KL(`feathering',0,`____No_Topics_Found',`)} Related Topics

Changing the feathering size

After applying [feathering](#) you can change the size of the feather. (You also set the size when applying feathering.)

- **To change the feathering size**

1. On the [Feathering Control Bar](#) either drag the slider or, for precise values, type into the text box.

Note:

- The size of the feather does not change if you [scale the object](#).

[Movies](#)

`{button ,EF("XaraDemo.exe",`Feather Using Feathering',1,`) } Using feathering`

`{button ,KL(`feathering',0,`____No_Topics_Found',`) } Related Topics`

Changing the fill effect of a fill

With some [fill](#) types you can alter the way the colors change across the fill.

■ **To change the fill effect of a fill**

1. Select the filled object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Select one of the following from the **Fill Effect** field on the [Fill Tool Infobar](#):

- **Fade**: a simple transition between the two colors.
- **Rainbow**: a colorful transition along the shortest path around the Color Circle (see note).
- **Alternate Rainbow**: blends along the longest path around the Color Circle. Very colorful.

Tips

- The Color Circle runs Red-Yellow-Green-Cyan-Blue-Magenta and back to Red. So a fill between Yellow and Cyan runs Yellow-Green-Cyan for Rainbow and Yellow-Red-Magenta-Blue-Cyan for Alternate Rainbow.
- The three options give the same results where both colors are white, black or shades of gray. Rainbow is the same as Fade if one color is white, black or a shade of gray.
- For most fill types you can also [create multi-stage fills](#) where you have greater control over the colors used.

Related Topics

[Applying fills](#)

[Changing fills](#)

[Fill Tool](#)

Changing the fill profile

You can change the shape of the transition between the start and end of fills. This applies to all fill types except [flat](#), [three color](#), [four color](#) and [bitmap](#) (except for [contone bitmaps](#)).

■ To change the profile of a fill

1. Select the filled object (see [Selecting objects](#)).
2. In the Fill Tool click **Profile**. This opens the [profile dialog box](#).
3. You either select a predefined profile from the drop-down list or drag the sliders to create a custom profile. The top option in the drop-down list (the straight line) creates a linear transition between the start and end of the fill.

When creating a custom profile:

Move the top slider towards:

-1 for more change at the end of the fill.

+1 for more change at the start.

Move the bottom slider towards:

-1 for more change in the center than at the start or end.

+1 for less change in the center.

Movies

{button ,EF("XaraDemo.exe",`Profile Using Profiles',1,`) } Using profiles

Related Topics

[Applying fills](#)

[Changing fills](#)

[Fill Tool](#)

Changing the font units

The Font Units are the units used for text measurements. For example the Text Tool shows measurements in the font units.

- **To change the font units**

1. From the Utilities Menu, choose **Options** (see [Options](#)).
2. Click the Units tab.
3. Select a unit from the drop-down list.

Tips

- If you want to create your own custom units, see [Creating custom units](#).

Changing the gallery cache size

When you open the Clipart Gallery, Font Gallery or Fill Gallery the thumbnail images are kept in a cache so as you scroll up and down the gallery they don't need to be loaded from disk again. This make the gallery much faster to use. If you have lots of memory in your machine, you might like to increase the number of images that are kept in the cache so your galleries are even faster.

■ **To change the gallery cache size**

1. From the Utilities menu, choose **Options** (see [Options](#)).
2. Click the Tune-ups tab.
3. In the Cache section, change the value (1 thru 99) in the Number Of Items Cached Per Gallery Group field.

Changing the grain of a fractal fill

You can fill objects with [Fractal Cloud fills](#) or [Fractal Plasma fills](#) to give them a random pattern. Changing the grain lets you make the fractal appear smooth and flowing or grainy.

■ To change the grain of a fractal fill

1. Select the fractal filled object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Click away from the [fill handles](#) to ensure none is selected.
4. Type a grain value into the **Grain** field on the [Fill Tool Infobar](#) (from 0 to 16,000).
5. Press RETURN.

Tips

- If there is a selected fill handle, **Grain** shows the color applied to the handle.
- Low values give a smooth, flowing pattern. High values give a grainy pattern.

Related Topics

[Fill Tool](#)

[Fractal Fills](#)

Changing the grain of a fractal transparency

You can fill objects with [Fractal Cloud transparency](#) or [Fractal Plasma transparency](#) to give the transparency a random pattern. Changing the grain lets you make the fractal appear smooth and flowing or grainy.

■ To change the grain of a fractal transparency

1. Select the transparent object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click away from the [transparency handles](#) to ensure none is selected.
4. Drag the slider on the [Transparency Tool Infobar](#). Or for precise control, type into the text box to the right.

Tips

- If any of the transparency handles are selected, the slider controls the transparency level at the handle. You must deselect all the handles to change the grain.
- Low values give a smooth, flowing pattern. High values give a grainy pattern.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Fractal transparency](#)

Changing the grid spacing

Grids consist of lines of major grid points spaced a specific distance apart. Between these major grid points are a number of subdivisions. For example, you might have a grid with a spacing of 1cm, but with subdivisions of 1mm. Major grid points are marked on the page as crosses whereas subdivisions are marked as small points. The rulers use the units you use to set the grid spacing.

■ **To change the grid spacing**

1. From the Utilities Menu, choose **Options** (see [Options](#)).
2. Click the Grid and Ruler tab.
3. Enter the major spacing value.
4. Enter the number of subdivisions between the major grid points.

Tips

- You can type values into the Major Spacing Field using any units, e.g. '2cm', '4in'.
- If you zoom out from a document, some of the subdivisions will not be shown if they are very close together.
- If you do not see the grid, you need to turn it on. See [Displaying the grid](#).
- If you are creating graphics for publishing on the Internet, you can specify the grid spacing using pixels (pix). 10 or 20 pixels spacing gives good results.

[Movies](#)

{button ,EF("XaraDemo.exe",`Grids Using Grids and Rulers',1,`) } Using grids & rulers

{button ,KL(`grid',0,`____ No_Topics_Found',`)} Related Topics

Changing the level in flat transparency

[Flat transparency](#) is the simplest type of transparency. The only control is over the transparency level.

■ To change the level in a flat transparency

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Move the **Transparency** Slider on the [Transparency Tool InfoBar](#). Or for precise control, type into the text box to the right.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying flat transparency](#)

[Changing flat transparency](#)

Changing the levels in bitmap transparency

You can use a [bitmap](#) to control the transparency levels of an object. After applying [bitmap transparency](#), you can change the transparency levels.

■ To change the levels in a bitmap transparency

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click on either the center [transparency handle](#) or one of the outer transparency handles to select it.
4. Move the **Transparency** Slider on the [Transparency Tool Infobar](#). Or for precise control, type into the text box to the right.

Tips

- The outer handles control the transparency level for the white areas of the bitmap and the center handle controls the black areas.
- If none of the handles is selected, moving the slider applies a [flat transparency](#) to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying bitmap transparency](#)

[Changing bitmap transparency](#)

Changing the levels in circular transparency

After applying [circular transparency](#) you can change the transparency levels of the center and outside of the circle.

■ **To change the levels in a circular transparency**

1. Select the transparent object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click on either the center or the outer [transparency handle](#) to select it.
4. Move the **Transparency** Slider on the [Transparency Tool Infobar](#). Or for precise control, type into the text box to the right.

Tips

- The center handle sets the transparency at the center of the circle, the outer one sets the transparency at the edge.
- If neither handle is selected, moving the slider applies a [flat transparency](#) to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying circular transparency](#)

[Changing circular transparency](#)

Changing the levels in conical transparency

After applying [conical transparency](#) you can change the transparency levels of the two sides of the cone.

- **To change the levels in a conical transparency**

1. Select the transparent object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click on a [transparency handle](#) to select it.
4. Move the **Transparency** Slider on the [Transparency Tool Infobar](#). Or for precise control, type into the text box to the right.

Tips

- The center handle is used to move the transparency - you cannot apply a transparency level to it.
- If neither handle is selected, moving the slider applies a [flat transparency](#) to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying conical transparency](#)

[Changing conical transparency](#)

Changing the levels in diamond transparency

After applying [diamond transparency](#) you can change the transparency levels of the center and outside of the diamond.

■ **To change the levels in diamond transparency**

1. Select the transparent object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click on either the center [transparency handle](#) or one of the outer transparency handles to select it.
4. Move the **Transparency** Slider on the [Transparency Tool Infobar](#). Or for precise control, type into the text box to the right.

Tips

- The center handle sets the transparency at the center of the diamond, the outer handles sets the transparency at the edge.
- If none of the handles is selected, moving the slider applies a [flat transparency](#) to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying diamond transparency](#)

[Changing diamond transparency](#)

Changing the levels in elliptical transparency

After applying [elliptical transparency](#) you can change the transparency levels of the center and outside of the ellipse.

- **To change the levels in elliptical transparency**

1. Select the transparent object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click on either the center [transparency handle](#) or one of the outer transparency handles to select it.
4. Move the **Transparency** Slider on the [Transparency Tool Infobar](#). Or for precise control, type into the text box to the right.

Tips

- The center handle sets the transparency at the center of the ellipse, the outer handles sets the transparency at the edge.
- If none of the handles is selected, moving the slider applies a [flat transparency](#) to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying elliptical transparency](#)

[Changing elliptical transparency](#)

Changing the levels in four point transparency

After applying [four point transparency](#) you can change the transparency levels of any of the four points.

■ To change the levels in four point transparency

1. Select the transparent object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click on one of the [transparency handles](#).
4. Move the **Transparency** slider on the [Transparency Tool Infobar](#). Or for precise control, type into the text box to the right.

Tips

- If none of the handles is selected, moving the slider applies a [flat transparency](#) to the object.
- If you have several objects selected, you can select all fill handles of a particular type by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying four point transparency](#)

[Changing four point transparency](#)

Changing the levels in fractal transparency

You can fill objects with [Fractal Cloud transparency](#) or [Fractal Plasma transparency](#) to give the transparency a random pattern. After applying fractal transparency, you can change the transparency levels.

■ To change the levels in a fractal transparency

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click on either the center [transparency handle](#) or one of the outer transparency handles to select it.
4. Move the **Transparency** slider on the [Transparency Tool Infobar](#). Or for precise control, type into the text box to the right.

Tips

- If none of the handles is selected, moving the slider applies a [flat transparency](#) to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying fractal transparency](#)

[Changing fractal transparency](#)

Changing the levels in linear transparency

After applying [linear transparency](#) you can change the transparency levels of the start and end of the transparency.

■ To change the levels in a linear transparency

1. Select the transparent object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click on a [transparency handle](#) to select it.
4. Move the **Transparency** slider on the [Transparency Tool Infobar](#). Or for precise control, type into the text box to the right.

Tips

- If neither handle is selected, moving the slider applies a [flat transparency](#) to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying linear transparency](#)

[Changing linear transparency](#)

Changing the levels in three point transparency

After applying [three point transparency](#) you can change the transparency levels of any of the three points.

■ To change the levels in three point transparency

1. Select the transparent object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click on one of the [transparency handles](#).
4. Move the **Transparency** Slider on the [Transparency Tool Infobar](#). Or for precise control, type into the text box to the right.

Tips

- If none of the handles is selected, moving the slider applies a [flat transparency](#) to the object.
- If you have several objects selected, you can select all fill handles of a particular type by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying three point transparency](#)

[Changing three point transparency](#)

Changing the magnetic snap distances

When you enable [object snapping](#), handles and objects lock to each other. When you drag something near a handle on the edge of an object (or the center of a QuickShape) or the edge of an object, it locks to it. Guide snapping and grid snapping work in the same way. You can change how close an object or handle has to be to a guide, grid point or an object.

There are two settings, one for points on objects and one for their edges. The points setting is usually larger so when you drag something along an edge it still obviously lock on to points.

- **To change the magnetic snapping distances**

1. From the Utilities Menu, choose **Options** (see [Options](#)).
2. Click the Mouse tab.
3. Change the settings for the point and line distances.

Movies

{button ,EF("XaraDemo.exe", "Magnet Object Snapping",1,`) } Using object snapping

Related Topics

[Object snapping](#)

[Guides overview](#)

[Grid](#)

Changing the nudge size

You can change the distance objects and handles move when you nudge them.

- **To change the nudge distance**
 1. From the Utilities Menu, choose **Options** (see Options).
 2. Click the General tab.
 3. Enter a nudge distance in the **Nudge Size** field.

Tip

- You can enter the nudge distance using any units. e.g. '1mm' or '0.2cm'.

{button ,KL('nudging',0,`____No_Topics_Found`,`)} Related Topics

Changing the number of colors in bitmaps

You can convert bitmaps to Monochrome (2 colors), Grayscale (256 shades of gray), 16 colors or 256 colors. Increasing the number of colors in a bitmap will not increase its quality and uses more memory. Reducing the number of colors uses less memory and disk space, but the quality of the bitmap may be reduced. As a change in the number of colors of a bitmap creates a new bitmap, the original (unchanged) image has to be deleted before the memory is freed - see the [Bitmap Gallery](#) for more details.

- **Monochrome:** These convert the bitmap to black-and-white. They can produce moiré (interference) patterns. Therefore only use these where really necessary. They are not needed for printing to monochrome printers as Xara X automatically screens images. The three monochrome operations are simply different conversion methods. Diffusion will generally give the best quality output.

- **Grayscale:** This is useful for converting colored images to shades of gray.

- **16 Color:** These produce 16 color bitmaps. Diffusion generally gives the best quality results.

- **256 Color:** These produce 256 color bitmaps. Octree gives the best results but the extra [dithering](#) may produce larger files than Popularity.

- **To change the number of colors**

1. Select the bitmap (see [Selecting objects](#)).

2. From [Bitmap Effects & Plug-ins](#) on the Utilities menu, choose **Bitmap Effects**.

3. Choose **Color Depth**.

4. Select the number of colors you want.

5. Click the **OK** button to insert the new, altered bitmap into the document.

Tips:

- You can also select a bitmap in the [Bitmap Gallery](#) and then click the **Plug-ins** button on the Gallery.

Changing the number of sides of a polygon

You can use the QuickShape Tool to easily create regular polygons. At any time you can change the number of sides.

■ **To change the number of sides of a polygon**

1. Select the polygon (see [Selecting objects](#)).
2. Choose the QuickShape Tool.
3. Choose the number of sides from the drop-down list on the [Transparency Tool Infobar](#).

Tip

- If the number of sides you want is not on the list, type a value into the field on the Infobar and press RETURN. Any value from 3 to 99 is valid.

Related Topics

[QuickShape Tool](#)

[QuickShapes overview](#)

[Polygons](#)

Changing the number of steps in a blend

[Blends](#) are initially created with five intermediate steps. You can increase the number of steps to make each less obvious. Alternatively you can reduce the number of steps so you can clearly see each step. You can either enter the number of intermediate steps or enter the distance between steps.

■ To change the number of steps in a blend

1. Select the blend object (see [Selecting objects](#)).
2. Choose the [Blend Tool](#).
3. Select either **Distance** or **Number of steps**.
4. Type the required value into the **Steps** field on the [Blend Tool InfoBar](#) and press RETURN.

Tip

- To create irregular spacing between the blend steps see [Changing the blend position profile](#).
- If a blend is slow to redraw, you can turn off anti-aliasing in the blend rather than reducing the number of steps. See [Anti-aliasing steps in a blend](#).

Notes on distance:

- **Distance** is dimmed except for a [blend along a curve](#).
- If the end object is not on an exact multiple of the distance, Xara X moves the end object. (For example, if the distance between the start and end objects is 1 inch and you enter a distance of 0.3 inches, Xara X moves the end object to 0.9 inches from the start object [3x0.3 inches].)
- The distance between steps varies if you use a non-linear [Position Profile](#). The value shown is the average distance.

Related Topics

[Blends](#)

[Blend Tool](#)

Changing the number of steps in a contour

Contours are initially created with five intermediate steps. You can increase the number of steps to make each less obvious. Alternatively you can reduce the number of steps so you can clearly see each step. You can either enter the number of intermediate steps or enter the distance between steps.

■ **To change the number of steps in a contour**

1. Select the contoured object (see [Selecting objects](#)). (See Note.)
2. Choose the [Contour Tool](#).
3. Select either **Distance** or **Number of steps**.
4. Type the required value into the **Steps** field on the [Contour Tool Infobar](#) and press RETURN.

Tip

- To create irregular spacing between the Contour steps see [Changing the contour position profile](#).
- If you have several contoured objects selected, any changes apply to all the contours.

Notes on distance:

- If required, Xara X rounds the distance to give a whole number of steps.
- The distance between steps varies if you use a non-linear [Position Profile](#). The value shown is the average distance.

Note:

- You can also use the Contour Tool to select objects - [more details](#).

Related Topics

[Contours](#)

[Contour Tool](#)

Changing the page size

You can produce drawings on virtually any size page.

- **To change the page size**

1. From the File menu, choose Page Options (see [Page Options](#)).
3. From the **Paper Size** drop-down list, select the new page size. For example A4.

Tips

- For details of changing the paper size for all new documents, see [Changing the default paper size](#).
- If you want to use a paper size not listed, select the **Custom** option from the drop-down list and enter the width and height

Changing the page units

The Page Units are the units used for most measurements in Xara X. For example the Status Line and the [Selector Tool Infobar](#) show measurements in the page units.

- **To change the page units**

1. From the Utilities Menu, choose **Options** (see [Options](#)).
2. Click the Units tab.
3. Select a unit from the drop-down list.

Tips

- The units used for the grid and rulers are set using the [Grid and Ruler Options](#).
- If you want to create your own custom units, see [Creating custom units](#).
- For a list of the standard measurement units see the [Units Overview](#).
- You can change the default units used by Xara X - see [Changing the default units](#)

Changing the position of a Wall shadow

You can the shadow relative to the object casting the shadow.

To change the direction (angle)

1. Select the object (see [Selecting objects](#)). (See Note.)
2. Choose the Shadow Tool.
3. Either:
 - drag the shadow
 - or type values into the **Horizontal/Vertical position** text boxes on the [Shadow Tool Infobar](#).

Notes:

- If you select multiple shadows, a target  appears in the center of the selection. Drag the target to move all the shadows. Or you can drag on a shadow to move just that shadow.
- You can also use the Shadow Tool to select objects - [more details](#).
- Changing the Blur changes the size of the shadow ([changing the Blur size](#)).
- If you have several shadowed objects selected, any changes apply to all the shadows.

Movie

`{button ,EF("XaraDemo.exe",`Shadows Using Shadows',1,`) }` Using shadows

Related Topics

- [Modifying shadows](#)
- [Applying a shadow](#)
- [Removing a shadow](#)
- [Shadow Tool](#)

Changing the program's memory requirements

Xara X uses memory to build up the image on your screen (and when you print and export bitmaps). You can change the amount of memory used if your machine does not have much memory.

■ **To reduce the memory used**

1. From the Utilities Menu, choose **Options**.
2. Click the Tune-ups tab (see [Tune-ups Options](#)).
3. Click the **Use Limited Memory** button.
4. Enter a value into the field on the right.

Tips

- This will slow the program down. If you find it very slow, you might want to consider upgrading the memory in your machine.
- You can enter values in megabytes, kilobytes or bytes. For example "1M" (1Megabyte), "200K" (200 Kilobytes), "4000" (4000 bytes)
- The **Automatic** option allocates as much memory as possible. (The amount depends on the memory in your computer.) Selecting **Automatic** always gives the best performance.

Changing the resolution of a bitmap fill

Changing the resolution lets you resize the bitmap used in a [bitmap fill](#).

- **To change the resolution of a bitmap fill**

Drag the outer [fill handles](#). SHIFT-dragging preserve the [aspect ratio](#) of the bitmap. (See [Moving bitmap fill handles](#).) Alternatively, if you want to set the resolution to a precise value you can use the [Fill Tool Infobar](#):

1. Select the bitmap filled object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Click away from the fill handles to ensure none is selected.
4. Enter a value in DPI into the **Resolution** field on the Infobar.
5. Press RETURN.

Tips

- If there is a selected fill handle, **Resolution** shows the name of the handle.
- At low resolutions (below 70 dpi) the individual pixels of the bitmap may be noticeable.

Related Topics

[Fill Tool](#)

[Fills overview](#)

[Applying bitmap fills](#)

[Changing bitmap fills](#)

Changing the resolution of a bitmap transparency

Changing the resolution lets you resize the bitmap used in a [bitmap transparency](#).

■ **To change the resolution of a bitmap transparency**

Drag the outer [transparency handles](#). SHIFT-dragging preserve the [aspect ratio](#) of the bitmap. (see [Moving bitmap transparency handles](#).) Alternatively, if you want to set the resolution to a precise value:

1. Select the bitmap filled object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click away from the [transparency handles](#) to ensure none is selected.
4. Type the required resolution (in DPI) into the **Resolution** field on the [Transparency Tool InfoBar](#).
5. Press RETURN.

Tips

- If there is a selected fill handle, **Resolution** shows the name of the handle.
- At low resolutions (below 70 dpi) the individual pixels of the bitmap may be noticeable.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying bitmap transparency](#)

[Changing bitmap transparency](#)

Changing the resolution of a fractal fill

Changing the resolution lets you resize the fractal used in a [Fractal Cloud fill](#) or [Fractal Plasma fill](#).

■ **To change the resolution of a fractal fill**

Drag the outer [fill handles](#). SHIFT-dragging preserve the [aspect ratio](#) of the fractal. (See [Moving fractal fill handles](#).) Alternatively, if you want to set the resolution to a precise value:

1. Select the fractal filled object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Click away from the [fill handles](#) to ensure none is selected.
4. Enter a value in DPI into the **Resolution** field on the [Fill Tool Infobar](#).
5. Press RETURN.

Tips

- If there is a selected fill handle, **Resolution** shows the name of the handle.
- At low resolutions (below 70 dpi) the individual pixels of the fractal may be noticeable.

Related Topics

[Fill Tool](#)

[Fills overview](#)

[Applying fractal fills](#)

[Changing fractal fills](#)

Changing the resolution of a fractal transparency

Changing the resolution lets you resize the fractal used in a [Fractal Cloud transparency](#) or [Fractal Plasma transparency](#).

■ **To change the resolution of a fractal transparency**

Drag the outer [transparency handles](#). SHIFT-dragging preserve the [aspect ratio](#) of the fractal. (see [Moving transparency handles](#).) Alternatively, if you want to set the resolution to a precise value:

1. Select the fractal filled object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Click away from the [transparency handles](#) to ensure none is selected.
4. Type the required resolution (in DPI) into the **Resolution** field on the [Transparency Tool Infobar](#).
5. Press RETURN.

Tips

- If there is a selected fill handle, **Resolution** shows the name of the handle.
- At low resolutions (below 70 dpi) the individual pixels of the fractal may be noticeable.

Related Topics

[Transparency Tool](#)

[Transparency overview](#)

[Applying fractal transparency](#)

[Changing fractal transparency](#)

Changing the screen dithering

You can change the type of dithering used to display your document on the screen.

- **To change the screen dithering**

1. From the Utilities menu, choose **Options**.
2. Click the View tab.
3. In the dithering section, choose **None**, **Ordered** or **Error-diffused**.

None means there will be no dithering, **Ordered** uses an ordered (regular) dithering pattern and **Error diffusion** uses diffusion dithering (a more complex dithering technique). In general, **Error diffusion** will give the best results, but is slower to redraw than the others. Choosing no dithering will give the fastest redraw times.

Tip

- Other drawing packages use ordered dithering. If you enable error-diffused dithering your pictures generally look better than those produced with other packages.

Changing the screen quality of documents

You can change the way a [document](#) appears on screen by altering the screen [quality](#) setting. You can also change the [dithering](#) pattern. For more details, see [Changing the screen dithering](#).



The Set View Quality slider.

0

Outline On this setting, no solid colors shown - only outlines even for bitmaps and objects with no outline color). If the **Quality** slider is moved to a fraction above outline bitmaps are shown in full.

5

Simple On this setting, graduated fills are shown in flat color, anti-aliasing is not used and lines are all shown one pixel wide.

10

Normal On this setting all detail is shown, but anti-aliasing is not used.

11

Anti-aliased On this quality setting all edges are anti-aliased to reduce on-screen jaggies and graduated fills are shown with 256 steps.

■ To change the quality setting

1. Drag the **Set View Quality** slider on the control bars.

Tips

- You can also change the Quality setting using the **Quality** submenu on the Window menu or by right-clicking on the document page to open the pop-up menu.
- If you want to edit in outlines but see still bitmaps, drag the quality slider so it is a tiny amount to the right of the outline setting.
- The **Quality** setting defines how bitmaps are exported as well as how they appear on the screen. See [Creating bitmaps](#).
- You can control the anti-aliasing of the steps in blends individually, see [Anti-aliasing steps in blends](#).

Changing the selection with the Tab key

You can use the Tab key and the Home and End keys to select objects using the stacking order of the objects.

To select the front object

Press Home

To select the back object

Press End

To select the object in front of the selected object

Press SHIFT-Tab

To select the object behind the selected object

Press Tab

Note:

- Normally Tab steps through all the objects in the document. However, if you select a member of a group (see [Select inside](#)), Tab steps through the objects in the group.

Changing the shadow color or fill effect

After [applying a shadow](#) to an object, you can change the shadow's color or fill effect. You can apply any of Xara X's color effects including [multi-stage fills](#).

- **How to change the shadow color:**

The easiest way is to drag-and-drop a color from the Color Line onto the shadow. (Make sure you drop the color onto the shadow and not the object.)

Alternatively:

This method is slightly more complex but you have full control over the color.

1. Select the shadow using the [Selector Tool](#). (Make sure you select the shadow and not the object.)
2. Use the [Color Editor](#) to edit the color.

Note that you can also select the shadow using the Shadow Tool. Click on the shadow to select it.

Tip:

- If you have several shadowed objects selected, any changes apply to all the shadows.

Movies

{button ,EF("XaraDemo.exe",`Shadows Using Shadows',1,`) } Using shadows

Related Topics

[Shadow Tool](#)

[Modifying a shadow](#)

Changing the shadow profile

After applying a shadow you can change how the shadow transparency changes across the blur. You can have a linear transition (which usually gives the most realistic results) or a profiled transition.

■ To change the shadow profile

1. Create the shadow - see [Applying a shadow](#).
2. In the Shadow Tool click **Profile**. This opens the [profile dialog box](#).
3. You either select a predefined profile from the drop-down list or drag the sliders to create a custom profile. The top option in the drop-down list (the straight line) creates a linear transition.

When creating a custom profile:

Move the top slider towards:

-1 for more change at the inner edge of the shadow.

+1 for more change at the outer edge.

Move the bottom slider towards:

-1 for more change in the center than at the edges.

+1 for more change at the edges.

Tip:

- If you have several shadowed objects selected, any changes apply to all the shadows.

Movies

{button ,EF("XaraDemo.exe",`Profile Using Profiles',1,`) } Using profiles

{button ,EF("XaraDemo.exe",`Shadows Using Shadows',1,`) } Using shadows

Related Topics

[Shadows](#)

[Shadow Tool](#)

Changing the shape of the grid

You can use one of two types of grid. With a rectangular grid the grid lines run vertically and horizontally (the grid forms rectangles over the document). With an Isometric grid the grid lines run vertically and at thirty degrees to the horizontal. Isometric grids are useful for doing technical and perspective drawings. Isometric grids form triangular shapes over the document.

■ To change the grid shape

1. From the Utilities menu, choose **Options** (see [Options](#)).
2. Click the Grid and Ruler tab.
3. In the Grid Type section, choose **Rectangular** or **Isometric**.
4. Click **Apply**.

Tip

- If you do not see the grid, you need to turn it on. See [Displaying the grid](#).

Movies

{button ,EF("XaraDemo.exe",`Grids Using Grids and Rulers',1,`) } Using grids & rulers

Changing the size or direction of a Floor shadow

1. Select the object (see [Selecting objects](#)). (See Note.)
2. Choose the Shadow Tool.
3. Drag towards or away from the object to change the size or radially to change the direction. The angle can be 0-70 degrees from the vertical.

Notes:

- If you select multiple shadows, a target  appears in the center of the selection. Drag the target to move all the shadows. Or you can drag on a shadow to move just that shadow.
- You can also use the Shadow Tool to select objects - [more details](#).
- Changing the Blur also changes the size of the shadow ([changing the Blur size](#)).

Movie

{button ,EF("XaraDemo.exe",`Shadows Using Shadows',1,`) } Using shadows

Related Topics

- [Modifying shadows](#)
- [Applying a shadow](#)
- [Removing a shadow](#)
- [Shadow Tool](#)

Changing the size of a Glow shadow

1. Select the object (see [Selecting objects](#)). (See Notes.)
2. Choose the Shadow Tool.
3. Drag one of the eight [handles](#) around the shadow.

Notes:

- Glow shadows are directly behind the object so there is no "direction" to change.
- If you select multiple shadows, a target
- appears in the center of the selection. Drag the target to resize all the shadows. Or you can drag on a shadow to resize just that shadow.
- You can also use the Shadow Tool to select objects - [more details](#).
- Changing the Blur also changes the size of the shadow ([changing the Blur size](#)).

Movie

`{button ,EF("XaraDemo.exe", `Shadows Using Shadows',1,`) }` Using shadows

Related Topics

- [Modifying shadows](#)
- [Applying a shadow](#)
- [Removing a shadow](#)
- [Shadow Tool](#)

Changing the size of text

Once you have created a [text object](#), you can change the size of all the characters in it or just some of them. If you want to create a new text object using a particular font size, place the [text cursor](#) in the document and choose the font size from the [Text Tool Infobar](#).

■ To change text size

1. Select the text you want to change (see [Selecting text](#)).
2. Choose the Text Tool.
3. Select the font size from the drop-down list on the Infobar.

Tips

- You can also change the size of whole text objects using the Selector Tool. See [Scaling objects](#).
- You can type any value into the field on the Infobar using any of the [units](#) available, e.g. '1cm' or '10pt'. Press RETURN after you have typed in the size.

`{button ,KL('tools,text tool',0,` ____No_Topics_Found`,`)}` **Related Topics**

Changing the size of the Color Line

You can make the Color Line smaller or larger than the regular setting.

- **To change the size of the Color Line**

1. From the Utilities menu, choose **Options** (see [Options](#)).
2. Click on the View tab.
3. In the Color section, select a new size from the **Color Line Size** drop-down list.

Tips

- If the Color Line is wider than the window, you may find it easier to apply colors using the Color Gallery. You can resize the gallery to form a compact palette of colors.
- For **Medium** you can optionally display a scrollbar. A scrollbar makes it easier to scroll through the colors but takes up a small amount of extra space on the screen.

Related Topics

[Color Line](#)

[Color Gallery](#)

Changing the size of the pasteboard

On the screen, the gray [pasteboard](#) is shown around the white document page. You can change the width of the pasteboard margin around the document.

- **To change the size of the pasteboard**

1. From the File Menu, choose **Page Options**.
2. Click the Page tab.
3. Change the **Outer Margin** value in the Spread section.

Tip

- You can turn off the shadow under the page if you want. See [Hiding the page shadow](#).

Changing the spacing between lines of text

Once you have created a [text object](#), you can change the spacing between the lines of text. If you want to create a new text object using a specific line spacing, just place the [text cursor](#) in the document and set the line spacing on the [Text Tool Infobar](#). Line Spacing is displayed as a percentage of the character size. '100%' spaces the lines as closely as possible without lines coming into contact. "200%" is double-spaced text.

■ To change the line spacing of text

1. Select the text you want to change (see [Selecting text](#)).
2. Choose the Text Tool.
3. Click the buttons on the **Line Spacing** control on the right hand side of the Text Tool Infobar.

Tips

- If you only select part of a line, changing the line spacing will affect the whole line.
- You can also set the line spacing by typing a value into the line spacing field and pressing RETURN.
- You can enter a value as a percentage of the size of the largest character in the line or an absolute value using any unit, for example you can enter '4pt' or '2cm'.

`{button ,KL('tools,text tool',0,`____No_Topics_Found`,`')}` **Related Topics**

Changing the stroke shape of lines

The [Freehand & Brush Tool](#) and [Line Gallery](#) let you change the contour ([shape](#)) of [lines](#) and the outlines of [shapes](#).

■ **To change the stroke shape using the Freehand & Brush Tool**

This is often the easier method as the start of the list shows the most recently used stroke shapes.

1. Select the Freehand & Brush Tool.
2. If necessary click on the line to select it
3. Choose from the **Select stroke** list.

■ **To change the stroke shape using the Line Gallery**

1. Select the line or shape (see [Selecting objects](#)).
2. From the Utilities menu, choose Line Gallery.
3. Scroll in the gallery to the Stroke Shapes section.
4. Double click on a shape.

Note:

- Applying a stroke shape removes any arrowhead/tail or dash pattern already applied to the line.

Tip

- You can also drag-and-drop a stroke shape from the gallery onto any line or shape (selected or unselected).
- You can also change the appearance of the line using brush strokes. (For example to create an air brush effect.) See [Changing the brush stroke design](#).

[Movie](#)

{button ,EF("XaraDemo.exe", `Linstroke Line stroking',1,`) } **Line strokes**

{button ,KL(`line',0,`) } **Related Topics**

Changing the tiling of bitmap fills

You can use any [bitmap](#) from the Fill Gallery or Bitmap Gallery as a [bitmap fill](#) and then change the [tiling](#) of the fill. The fill can use either a single copy or multiple copies (or tiles) of the bitmap.



- **To change the tiling of a bitmap fill**

1. Select the bitmap filled object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Select one of these from the Fill Tiling drop-down list on the [Fill Tool Infobar](#):

- **Single Tile.** This fills the object with only one copy of the bitmap.
- **Repeating Tile.** This fills the object with a repeating copy of the bitmap.
- **Repeat Inverted.** This is identical to the Repeating Tile option, but inverts (reflects) alternating copies of the bitmap.

Tip

- If your bitmap doesn't quite tile correctly (you can see the joins) try the other Repeat option. Note that some bitmaps do not tile satisfactorily.

Related Topics

[Fill Tool](#)

[Applying bitmap fills](#)

[Changing bitmap fills](#)

Changing the tiling of bitmap transparency

You can use any [bitmap](#) from the Fill Gallery or Bitmap Gallery to control a [bitmap transparency](#). You can then change the [tiling](#) of the transparency. The transparency can use either a single copy or multiple copies (or tiles) of the bitmap.

- **To change the tiling of a bitmap transparency**

1. Select the bitmap filled object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Select one of these from the Transparency Tiling drop-down list on the [Transparency Tool Infobar](#):

- **Single Tile.** This uses only one copy of the bitmap.
- **Repeating Tile.** This uses repeating copies of the bitmap.
- **Repeat Inverted.** This is identical to the Repeating Tile option, but inverts (reflects) alternating copies of the bitmap.

Tip

- If your bitmap doesn't quite tile correctly (you can see the joins) try the other Repeat option. Note that some bitmaps do not tile satisfactorily.

Related Topics

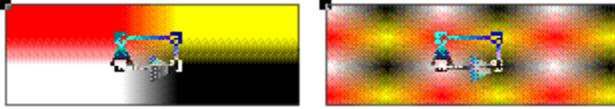
[Transparency overview](#)

[Transparency Tool](#)

[Applying bitmap transparency](#)

[Changing bitmap transparency](#)

Changing the tiling of four color fills



You can change tiling of [three color fills](#) and [four color fills](#) so the colors extend out to infinity or so the color pattern repeats.

■ To change the tiling

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Select **Simple** or **Repeating** from the menu on the [Fill Tool Infobar](#).

Related Topics

[Fill Tool](#)

[Applying four color fills](#)

[Changing four color fills](#)

Changing the tiling of four point transparency

You can change the [tiling](#) of [three point transparency](#) and [four point transparency](#) so the transparency extends out to infinity or so the transparency pattern repeats.

■ To change the tiling

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Select **Simple** or **Repeating** from the menu on the [Transparency Tool Infobar](#).

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

[Applying four point transparency](#)

[Changing four point transparency](#)

Changing the tiling of fractal fills

You can fill objects with [Fractal Cloud fills](#) or [Fractal Plasma fills](#) to give them a random pattern. The object can contain a single or multiple copies (or 'tiles') of the fractal. you can easily change this [tiling](#).

- **To change the tiling of a fractal fill**

1. Select the fractal filled object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Select one of these from the Fill Tiling drop-down list on the [Fill Tool Infolbar](#):

- **Single Tile.** This fills the object with only one copy of the fractal.
- **Repeating Tile.** This fills the object with a repeating copy of the fractal.
- **Repeat Inverted.** This is identical to the Repeating Tile option, but inverts (reflects) alternating copies of the fractal.

Tips

- Each option gives different results. Choose the option that gives the effect you are looking for.

Related Topics

[Fill Tool](#)

[Applying fractal fills](#)

[Changing fractal fills](#)

Changing the tiling of fractal transparency

[Fractal Cloud transparency](#) or [Fractal Plasma transparency](#) gives a random pattern to the transparency. The transparency can use either a single or multiple copies (or 'tiles') of the fractal. You can easily change this [tiling](#).

- **To change the tiling of a fractal transparency**

1. Select the fractal filled object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Select one of these from the Transparency Tiling drop-down list on the [Transparency Tool Infobar](#):

- **Single Tile.** This fills the object with only one copy of the fractal.
- **Repeating Tile.** This fills the object with a repeating copy of the fractal.
- **Repeat Inverted.** This is identical to the Repeating Tile option, but inverts (reflects) alternating copies of the fractal.

Tip

- Each option gives different results. Choose the option that gives the effect you are looking for.

Related Topics

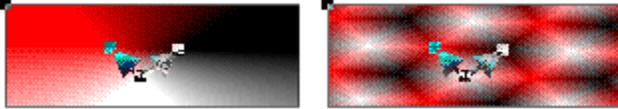
[Transparency overview](#)

[Transparency Tool](#)

[Applying fractal transparency](#)

[Changing fractal transparency](#)

Changing the tiling of three color fills



You can change [three color fills](#) and [four color fills](#) so the colors extend out to infinity or so the color pattern repeats.

■ **To change the tiling**

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Select **Simple** or **Repeating** from the menu on the [Fill Tool Infobar](#).

Related Topics

[Fill Tool](#)

[Applying three color fills](#)

[Changing three color fills](#)

Changing the tiling of three point transparency

You can change [three point transparency](#) and [four point transparency](#) so the transparency extends out to infinity or so the transparency pattern repeats.

■ **To change the tiling**

1. Select the object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Select **Simple** or **Repeating** from the menu on the [Transparency Tool Infobar](#).

Related Topics

[Transparency overview](#)

[Transparency Tool](#)

[Applying three point transparency](#)

[Changing three point transparency](#)

Changing the tracking of text

Once you have created a [text object](#), you can change the horizontal spacing between characters (letters). If you want to create a new text object using a specific tracking value just place the [text cursor](#) in the document and set the tracking on the [Text Tool Infobar](#). Tracking is measured in thousandths of [em's](#).

- **To change the tracking of text**

1. Select the text you want to change (see [Selecting text](#)).
2. Choose the Text Tool.
3. Click the buttons on the **Tracking** control on the right hand side of the Text Tool Infobar.

Tip

- You can also set the tracking by typing a value into the tracking field and pressing RETURN.

`{button ,KL('tools,text tool',0,`____No_Topics_Found`,`')}` **Related Topics**

Changing the transparency profile

You can change the shape of the transition between the start and end of transparency. (This applies to all transparency types except [flat](#), [three color](#) and [four color](#).)

■ To change the profile of a fill

1. Select the filled object (see [Selecting objects](#)).
2. In the Transparency Tool click **Profile**. This opens the [profile dialog box](#).
3. You either select a predefined profile from the drop-down list or drag the sliders to create a custom profile. The top option in the drop-down list (the straight line) creates a linear transition.

When creating a custom profile:

Move the top slider towards:

-1 for more change at the end of the transparency than at the start.

+1 for more change at the start.

Move the bottom slider towards:

-1 for more change in the center than at the start or end.

+1 for less change in the center.

Movies

{button ,EF("XaraDemo.exe",`Profile Using Profiles',1,`) } Using profiles

Related Topics

[Applying transparency](#)

[Changing transparency](#)

[Transparency Tool](#)

Changing the type of fill

When you create a [shape](#) it is automatically filled with the default fill type. This is usually a [flat fill](#). You can change the fill type at any time.

- **To change the type of fill**
 1. Select the filled object (see [Selecting objects](#)).
 2. Choose the Fill Tool.
 3. Select the new fill type from the drop-down list on the [Fill Tool Infobar](#).

Tip

- You often need to adjust the more complex fill types slightly. For more information see [Changing fills](#).

Related Topics

[Fill Tool](#)

[Applying fills](#)

Changing the undo size

Xara X uses memory to store a list of all the operations you have performed so it can undo them. You can set the undo so it is unlimited in size, or limit it.

- **To change the undo size**

1. From the Utilities Menu, choose **Options**.
2. Click the Tune-ups tab (see [Tune-ups Options](#)).
3. Select **Unlimited Undo Size** or click the **Limited Undo Size** button and enter a maximum size.

Tips

- You can enter values in megabytes, kilobytes or bytes. For example "1M" (1Megabyte), "200K" (200 Kilobytes), "4000" (4000 bytes).
- When the undo buffer is full, the oldest information is discarded first.

Changing the way colors fade in a blend

Often the two objects in a [blend](#) use different colors. You can control how one color fades into the other.

- **To change the way colors fade in a blend**

1. Select the blend object (see [Selecting objects](#)).
2. Choose the Blend Tool.
3. Select one of these from the Blend Effect drop-down list on the [Blend Tool Infobar](#):

- **Fade**: a simple transition between the two colors.
- **Rainbow**: a colorful transition along the shortest path around the HSV Color Circle (see note).
- **Alternate Rainbow**: fades along the longest path around the HSV Color Circle. Very colorful.

Notes

- The Color Circle runs Red-Yellow-Green-Cyan-Blue-Magenta and back to Red. So a blend between Yellow and Cyan runs Yellow-Green-Cyan for Rainbow and Yellow-Red-Magenta-Blue-Cyan for Alternate Rainbow.
- The three options give the same results where both colors are white, black or shades of gray. Rainbow is the same as Fade if one color is white, black or a shade of gray.
- The three options give the same results if either color is a [spot color](#).
- **Attribute Profile** also affects the transition. You can have more change towards the ends or in the center by choosing suitable profiles. For more information, see [Changing the blend attribute profile](#).

Related Topics

[Blends](#)

[Blend Tool](#)

Changing the way colors fade in a contour

Often the two objects in a [contour](#) use different colors. You can control how one color fades into the other.

- **To change the way colors fade in a contour**
 1. Select the contoured object (see [Selecting objects](#)). (See Notes.)
 2. Choose the Contour Tool.
 3. Select one of these from the Contour Effect drop-down list on the [Contour Tool Infobar](#):
 - **Fade**: a simple transition between the two colors.
 - **Rainbow**: a colorful transition along the shortest path around the HSV Color Circle (see note).
 - **Alternate Rainbow**: fades along the longest path around the HSV Color Circle. Very colorful.

Notes

- You can also use the Contour Tool to select objects - [more details](#).
- The Color Circle runs Red-Yellow-Green-Cyan-Blue-Magenta and back to Red. So a contour between Yellow and Cyan runs Yellow-Green-Cyan for Rainbow and Yellow-Red-Magenta-Blue-Cyan for Alternate Rainbow.
- The three options give the same results where both colors are white, black or shades of gray. Rainbow is the same as Fade if one color is white, black or a shade of gray.
- The three options give the same results if either color is a [spot color](#).
- **Attribute Profile** also affects the transition. You can have more change towards the ends or in the center by choosing suitable profiles. For more information, see [Changing the contour attribute profile](#).
- If you have several contoured objects selected, any changes apply to all the contours.

Related Topics

[Contours](#)

[Contour Tool](#)

Changing the way galleries look

You can change the way in which information is displayed in most of the galleries.

- **To change the way galleries look**

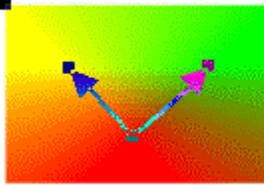
1. Open the gallery from the Utilities menu.
2. Click the **Options** button on the gallery.
3. Choose **Properties** to open the Gallery Properties dialog box.
4. Choose the required display format from the drop-down list in the gallery. The options available depend on the gallery.

Tip

- You cannot change the look of the Layer, Line or Name Galleries.

{button ,KL('galleries',0,`___No_Topics_Found`,`')} **Related Topics**

Changing three color fills



Three color fills are controlled using a pair of fill arrows joined at one end with three associated fill handles. You can move all three handles by dragging the handle at the base of the arrows. You can change the fill by moving the fill handles (to change the position, direction and stretching of the fill) and applying different colors to the handles.

What do you want to do?

- [Move the fill handles](#)
- [Change the colors of the fill](#)
- [Change the tiling](#)
- [Change the fill profile](#)

{button ,KL('three color fills;tools,fill tool',0,`____No_Topics_Found`,`)} Related Topics

Changing three point transparency



Three point transparency applied to an object produces graduations of transparency between three points each with its own transparency level. The transparency is controlled using a pair of transparency handles with a line shown between their ends to form a triangle. Moving the handle at the base of the arrows moves the whole transparency. You can set the transparency levels of the three handles to any values you like. You can also use the Transparency Tool Transparency Type options to alter the color of objects underneath the filled object.

What do you want to do?

- [Move a transparency handle](#)
- [Change the transparency levels](#)
- [Change transparency shape](#)
- [Changing the tiling](#)

{button ,KL('three point transparency;tools,transparency tool',0,`____No_Topics_Found`,`)} Related Topics

Changing transparency

You can use the Transparency Tool and Selector Tool to change an object's [transparency](#). For information about transparency, see the [Transparency Overview](#).

- [Changing flat transparency](#)
- [Changing linear transparency](#)
- [Changing circular transparency](#)
- [Changing elliptical transparency](#)
- [Changing conical transparency](#)
- [Changing diamond transparency](#)
- [Changing three point transparency](#)
- [Changing four point transparency](#)
- [Changing bitmap transparency](#)
- [Changing fractal transparency](#)
- [Removing transparency](#)

Movies

{button ,EF("XaraDemo.exe", "Transpar Simple Transparency Effects",1,`) } Using transparency

Changing transparency shape

Applying [transparency](#) to an object initially uses the default transparency shape. This is usually a [flat transparency](#). You can change the transparency shape at any time.

- **To change transparency shape**

1. Select the transparent object (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Choose a new shape from the drop-down list on the [Transparency Tool Infobar](#).

Tip

- You often need to adjust the more complex transparency shapes slightly. For more information see [Changing transparency](#).

Related Topics

[Transparency overview](#)

[Transparency Tool](#)



Clear Selection (Edit Menu) ESC (Escape)

Clear Selection deselects all selected objects. This can be useful to:

- See the document without any handles visible.
- Reset the transformation center.
- Quickly clear the selected points on a line or shape so a new line or shape can be started (see Drawing a line with the Shape Editor Tool).

For more details, see Deselecting all objects.



Clipart Gallery (Utilities Menu) SHIFT+F10

The Clipart Gallery item on the Utilities menu and the Clipart Gallery button on the control bars open the Clipart Gallery if it is closed and close it if it is open. The button remains pressed in if the gallery is open. For details of the Clipart Gallery, see the [Clipart Gallery Overview](#).

Clipart Gallery - Disk Clipart Button



The Disk Clipart button in the Clipart Gallery opens a dialog box which you can use to choose a folder to add to the gallery or update an existing folder. This would usually be used to open the clipart folder on the Xara X CD, though any folder containing clipart can be added to the gallery. See [Adding clipart to the clipart gallery](#) for more details.

Related Topics

[Adding descriptions to clipart](#)

[Clipart Gallery overview](#)

Clipart Gallery - Empty web clipart cache

When you download files from the Internet with the galleries, the files are kept in a 'cache'. If you later use a file you have previously downloaded it is taken from the cache rather than being downloaded again. If you want to free up some disk space, you can empty the cache for the Clipart Gallery using this option.

Clipart Gallery - Get Clipart Button



Click this button to download clipart from the Internet. Click it every so often to download any new clipart that has been added.

Related Topic

[Downloading items](#)

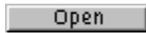
Clipart Gallery - Import Button



The **Import** button in the Clipart Gallery imports the selected image into the selected document. You can also import a clipart file by dragging it from the Clipart Gallery and dropping it on a document.

`{button ,KL('clipart,clipart gallery overview',0,`____No_Topics_Found`,`)}` **Related Topics**

Clipart Gallery - Open Button



The **Open** button in the Clipart Gallery opens a new document and imports the selected picture into it. You can also open a clipart file by double-clicking on it in the gallery (CTRL-double-click to close the gallery afterwards).

{button ,KL(^clipart,clipart gallery overview',0,`____No_Topics_Found',`)} **Related Topics**

Clipart Gallery - Options Button

Options...

Clicking the **Options** button in the Clipart Gallery opens a menu containing the following options:

- [Add Clipart from disk](#) Add a clipart folder to the Clipart Gallery.
- [Empty web clipart cache](#) Empties the cache of downloaded clipart
- [Find](#) Search the Clipart Gallery.
- [Sort](#) Sort the Clipart Gallery.
- [Icon size](#) Change the size of the icons in the Gallery.

{button ,KL(^clipart,clipart gallery overview',0,`____No_Topics_Found',`)} **Related Topics**

Clipart Gallery - Pop-up Menu

Right-clicking on the [Clipart Gallery](#) opens a pop-up menu which contains the following options:

Open	Identical to the Open button .
Import	Identical to the Import button .
Remove Section	Identical to the Remove button .
(Un)Fold Section	Folds up or unfolds the current section.
Previous Section	Moves to the start of the previous section.
Next Section	Moves to the start of the next section.

Note

Right-clicking in the gallery selects the picture under the mouse pointer, so using the pop-up menu is a quick way to select a picture and operate on it in one go.

{button ,KL(^clipart,clipart gallery overview',0,` ____No_Topics_Found',`)} **Related Topics**

Clipart Gallery - Remove Button



The **Remove** button in the Clipart Gallery removes the selected sections from the Clipart Gallery. You will be asked to confirm the operation. You can add the sections again using the **Disk Clipart** button. See [Adding clipart to the clipart gallery](#).

{button ,KL(^clipart,clipart gallery overview',0,`____No_Topics_Found',`)} **Related Topics**

Clipart Gallery - Stop Loading Button

Stop loading

If Xara X is downloading thumbnails from the Internet it can take some time. If you want to stop it downloading and carry on later, click this button.

▪ **Clipart Gallery Overview**

▪ **SHIFT+F10**

The Clipart Gallery lets you easily incorporate clipart from a folder into your document. The folder is usually on the Xara X CD but you can change to a different drive if necessary. You can also add your own clipart to the gallery if you wish.

▪ **Open** Open a new file.

Import Import Import a file into the document

▪ **Get Clipart** Downloads more clipart from the Internet.

▪ **Options** Clipart Gallery Options

Remove Remove Remove the selected sections from the gallery.

Disc clipart... Disk Clipart Add a folder of clipart to the gallery from a disk or CD.

Stop loading Stop Loading Stops downloading clipart from the Internet.

Web Themes Clipart/Web themes View regular clipart or themed template sets.

Many operations using the Clipart Gallery are made easier by the Clipart Gallery pop-up menu.

Display Options

- Large Icons
- Full Information
- Small Icons

Movie

{button ,EF('xarademo.exe', 'ClipGal Clipart Gallery', 1, '')} Clipart Gallery

Related Topics

[Clipart](#)

[Galleries overview](#)

[Selecting items in galleries](#)

Clipart Gallery - Drop-down list



This lets you select either the regular clipart graphics or sets of themed templates for use on the web and elsewhere. [More information on templates.](#)



Clone (Edit Menu) CTRL+K

Clone creates a copy of the selection, and places it in the document in the same place as the original. Unlike Duplicate, no offset is used. For more details, see [Copying objects](#).

Tip

- You can remember the key shortcut by thinking of Clone as 'Klone'!



Close (File Menu)

Close on the File menu closes the selected document and all views onto it. If you attempt to close a document which has been altered but not saved Xara X will ask whether the document should be saved or not before closing it.

If you have multiple views open for a single document, one of the views can be closed using **Close** on the document control menu. Alternatively, double click on the application control button (the top-left corner of the document window).

If you are editing a drawing which is embedded in a document in another program, this menu item reads **Close and Update DocumentX** where DocumentX is the document you are editing in the other program. Selecting this item closes the document and returns you to the other program.

Closing a gallery



Click on the icon in the top right-hand corner of the gallery.



Alternatively, when a gallery is open, its button on the control bars is pressed in - clicking the button closes the gallery.

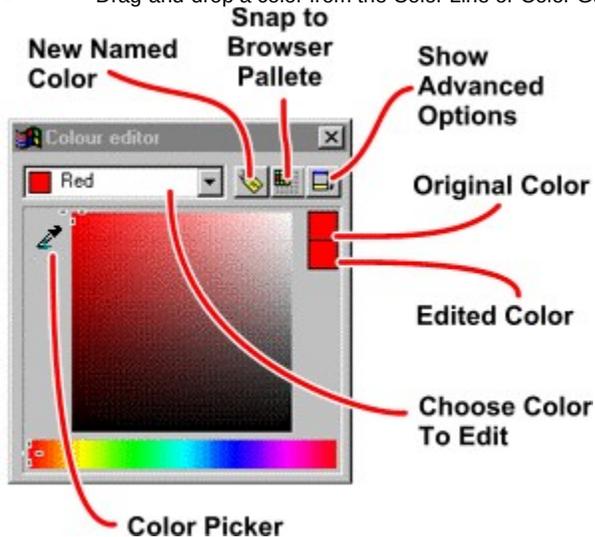
`{button ,KL('galleries',0,`____No_Topics_Found',`)} Related Topics`

Color Editor (Utilities Menu) CTRL+E

The Color Editor is used to edit the color of objects (local colors) and to create and change named colors. It allows you to edit colors using a range of color models and even allows you to create colors which are linked to other colors (their 'parent' color) so that when the parent color changes, all connected colors will also change - see Color Editor - Advanced. For information about colors in Xara X, see the Colors Overview.

You can open the Color Editor by:

- Selecting **Color Editor** from the Utilities menu or the selection pop-up menu.
- Clicking the **Edit Color** button on the Color Line to edit the current fill color (SHIFT-click for line color)..
- Selecting the **Edit** button in the Color Gallery.
- Drag-and-drop a color from the Color Line or Color Gallery onto the Edit Color button on the Color Line.



What Makes Up the Color Editor?

Choose a Color to Edit



New Named Color



Snap to Browser Palette
Color Swatches



Color Picker



Show Advanced Options This provides the extra options that advanced users require.

Movies

{button ,EF('xarademo.exe',`Colours Coloring Objects',1,`)} **Coloring objects**

{button ,EF("XaraDemo.exe",`EditCol Defining Your Own Colors",1,`)} **Creating your own colors**

{button ,EF("XaraDemo.exe",`Tints Using Tints',1,`)} **Using tints**

Related Topics

Color Line

Color Gallery

Importing colors

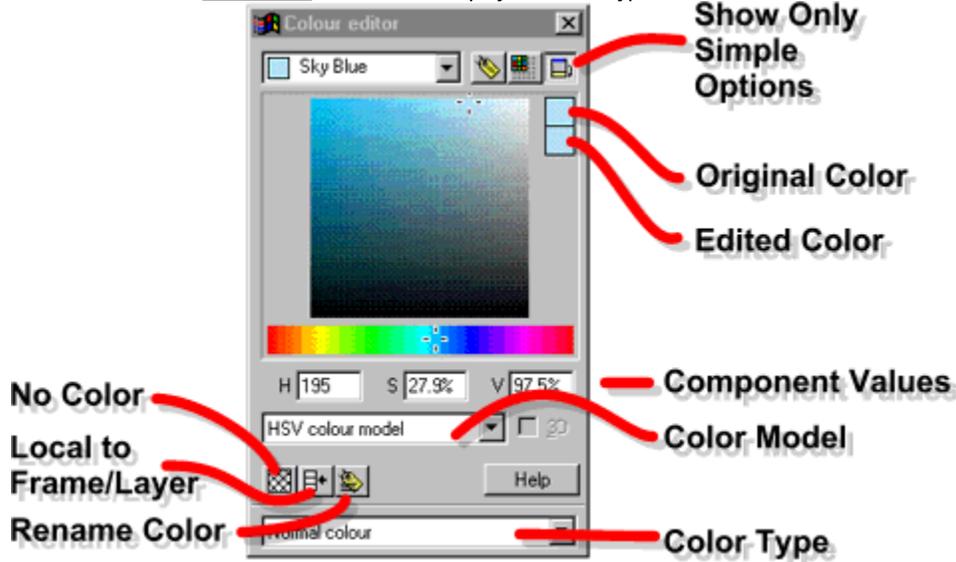
Named colors

Color Editor - 3D

When editing normal colors and linked colors using the RGB and CMYK models, the Color Editor can show a projection of the color space. This button enables this pseudo-3D display.

■ **Color Editor - Advanced**

When the Show Advanced Options button in the Color Editor is clicked, the Editor expands to show additional options at the bottom of the dialog. The first section shows the exact values for the components of the color (dependent on the color model), the second shows the color model and the third displays the color type.



What do the controls do?

- Show Only Simple Options
- Color Swatches
- Component Values
- 3D
- Color Model
- No Color button
- Make local to frame/layer
- Rename color
- Color Type

Movies

- {button ,EF('xarademo.exe', 'Colours Coloring Objects',1,'')} Coloring objects
- {button ,EF("XaraDemo.exe", "EditCol Defining Your Own Colors",1,"") } Creating your own colors
- {button ,EF("XaraDemo.exe", "Tints Using Tints",1,"") } Using tints

Color Editor - Choose a Color to Edit

The drop-down list shows the color being edited. If the color is a local color, the name field shows either Local Fill Color or Local Line Color (or Current Fill Color or Current Line Color if no objects are selected). Spot colors are shown as circles in the list, other colors are shown as squares.

You can choose the color to be edited by:

- Choosing from the drop-down list. The first two items let you edit the current fill and line colors.
- Selecting an object (or objects) to edit their local color. See Selecting objects.
- Drag-and-drop a color from the Color Line or Color Gallery onto the Editor.
- Use the Color Picker on the Color Editor to select from colors used in the document.

If an object with a named color applied is selected and the Color Editor opened, making changes in the Editor will result in the object's color becoming a local color. The changes will not affect the named color originally used. For more information, see Coloring objects.

Color Editor - Color Model

When the Editor is opened, it displays a color model. The model used can be either the model used when the color was created or the current model. This setting is defined by **Automatic Color Model Selection** in the View Options. You can alter the Color Model using the Color Editor Menu. The color models available allow:

Editing colors in RGB (regular or web color model)

Editing colors in CMYK

Editing colors in HSV

Editing colors in grayscale

Color Editor - Color Picker

In the top-left corner of the color editing area is an "eye-dropper". You can use it to select any color visible on the screen (even those in other windows). Drag the eye-dropper across the screen; the color editor updates as you move over different colors. Release the mouse button when over the color you want to select. (This also changes the color of any objects that use the color shown in the Color Editor.)

Color Editor - Color Swatches

In the top-right corner of the color editing area are two color swatches. One shows the edited color and the other shows the original, unedited color. Either of the swatches can be drag-and-dropped onto objects to apply them as local colors. When you first open the Editor, both swatches show the same color.

Color Editor - Color Type

This drop-down list sets whether the named color is a normal color, a shade color, a tint color or a linked color. For more details on editing a color type, click on the type:

[Color Editor - Normal Colors](#)

[Color Editor - Spot Colors](#)

[Color Editor - Shade Colors](#)

[Color Editor - Tint Colors](#)

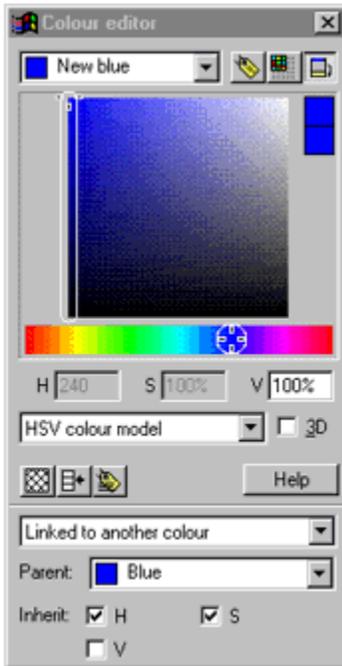
[Color Editor - Linked Colors](#)

Color Editor - Component Values

These fields define the values for the components of the color. The components shown depend on the color model in use. Note that when linked colors, tints and shades are being edited, some of these fields are dimmed and cannot be altered directly.

The values can be edited in one of two units, percentages (0% to 100%) or values (0 to 255). Which is used is set by the Color Units setting in the Units Options. If you need to enter a value in the other format, you can force the units by typing (for example) "25%" (for a percentage) or "25d" (for 0 to 255 value). There are two exceptions: (a) Hue in the HSV color model is an angle around the color circle and (b) the RGB Web color model defines colors as six hex digits (0-9, a-f).

Color Editor - Linked Colors



Xara X supports the editing of linked colors in exactly the same way as for normal colors (See [Color Editor - Normal Colors](#)) except those components which have been inherited from the parent color cannot be altered. Any changes to the parent color will be reflected in the inherited components of its linked children. The marker defining the color is constrained according to the inheritance - see in the diagram above how the marker is constrained to only moving in the vertical (Value) axis and the Hue marker is fixed in place due to the inheritance from the parent of Hue and Saturation.

The values can be edited as either percentages (0% to 100%) or values (0 to 255). [More details](#).

{button ,KL(^color editor overview',0,`____No_Topics_Found',`)} **Related Topics**

Color Editor - Make Local to Frame/Layer

When you click this button, a new named color is created, identical to the one you have selected. This new color is then applied to all objects in the current frame or layer that use the selected named color. This means that with one click, you can localize a color to the frame/layer. You can then independently edit the original color and this localized color.

This feature is useful when you are creating animations and you want an object's color to change part way through the animation. This button is dimmed unless you are editing a named color that is also used in another frame or layer.



Color Editor - New Named Color Button

Clicking this button opens the New Named Color dialog box. The new color is applied to the selected objects, so if you just wish to create a new color and not use it, make sure there are no objects selected. For more details on creating named colors, see [Creating named colors](#). If you click this button whilst holding down keys, you can skip past the dialog box and specify what you want to do more quickly:

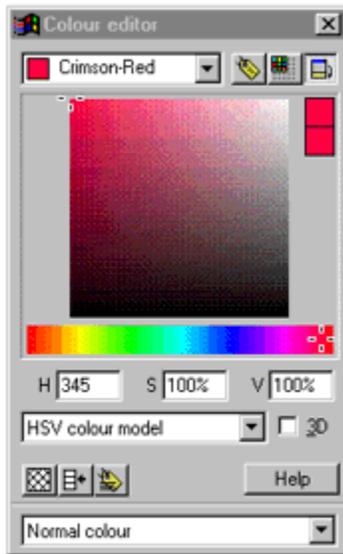
- SHIFT Create a copy of the current color.
- CTRL Create a shade of the current color.
- SHIFT+CTRL Use the current settings in the New Named Color dialog box.



Color Editor - No Color button

With this button you can set the color of an object or its outline to 'no color' so it disappears. Click it just like you would select a color in the Color Editor normally.

Color Editor - Normal Colors



Xara X supports the editing of normal colors in all four color models:

[Editing colors in RGB](#)

[Editing colors in CMYK](#)

[Editing colors in HSV](#)

[Editing colors in grayscale](#)

{button ,KL(^color editor overview',0,`____No_Topics_Found',`)} **Related Topics**

Color Editor - Rename Color button

Click this to open the [Rename Color dialog box](#) ready to change the name of this [named color](#). The actual color does not change.

Color Editor - Shade Colors



Shade colors are not edited using one of the four normal color models, but using a display showing all the shades available from the chosen parent color. Drag the marker to set the new shade. The parent color is marked in the display as a small cross (shown above in the top-left corner). When the parent color is altered, the change is reflected in all shades created using it.

The two fields shown at the bottom of the Color Editor when editing a shade color allow you to set the exact position of the shade. When the shade is no different from its parent, the values shown are 0.0 and 0.0. Moving the shade to the left or bottom edges of the editing area moves one of the values towards -100% and moving the shade to the top or right edges gives 100%. The first field controls the X (relative saturation) direction, while the other controls the Y (relative lightness/darkness) direction.

Note

A color model can be selected, but this changes only the display of the color components.

Related Topics

[Shade colors](#)

[Color Editor overview](#)

Color Editor - Shades

The definition of a shade sets how much lighter/darker the shade is than the parent and so is edited differently from the normal color models, see [Editing Shade Colors](#).

Color Editor - Show Only Simple Options

Clicking this button closes the lower part of the Color Editor, hiding the advanced options.

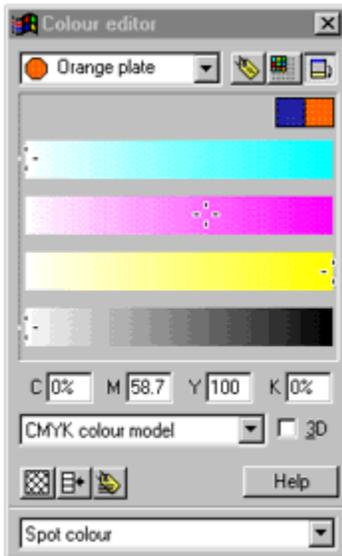


Color Editor - Snap to Web Browser Palette

When you create images for the web, many people will look at them using a 256 color screen mode. In this mode web browsers use dithering to try and simulate more colors on the screen. This can mean you get a dotted pattern effect as the browser tries to create the exact color you have chosen. However, the browser palette contains 216 colors you can use which are guaranteed not to be dithered by Netscape Navigator and Microsoft Internet Explorer and so appear perfectly smooth on the screen. To use one of these colors, choose the color you want in the Color Editor as normal and then click this button. The color snaps to the nearest of the 216 smooth colors. All 216 colors are also in the Color Gallery so you can drag and drop them straight onto your objects.

If you use transparency or import clipart that uses graduated fills or other more complex objects that generate new colors when they are shown on the screen, colors may be dithered.

Color Editor - Spot Colors



You can edit spot colors in any of the four color models:

[Editing colors in RGB](#)

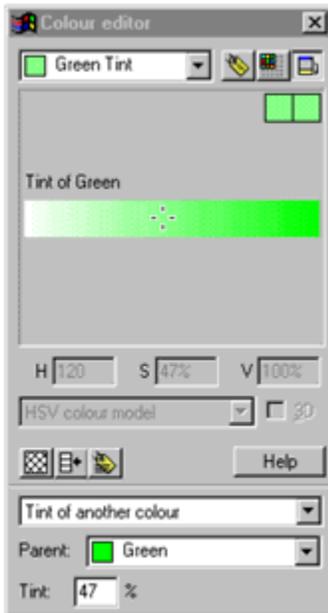
[Editing colors in CMYK](#)

[Editing colors in HSV](#)

[Editing colors in grayscale](#)

{button ,KL(^color editor overview',0,` ____No_Topics_Found',`)} **Related Topics**

Color Editor - Tint Colors



Tint colors are not edited using a graphical color model display as you only need to set the percentage of the tint. The display shows the full range of tints available, simply move the marker to select the required color. Any change to the parent color will be reflected in the tint. For example if a pink tint is created with Red as a parent and the Red then altered to Orange, the tint would become a light orange.

A color model can be selected, but this changes only the display of the color components.

Movie

{button ,EF("XaraDemo.exe",`Tints Using Tints',1,`) } Using tints

{button ,KL(`color editor overview',0,`___No_Topics_Found',`) } Related Topics

Color Editor Menu

Right-click on the Color Editor to open this menu:

- Rename** Opens the [Rename Color dialog box](#).
- Edit Parent** Selects the parent (if any) of the current color so it can be edited.
- HSV** Selects the [HSV](#) color model.
- RGB** Selects the [RGB](#) color model.
- CMYK** Selects the [CMYK](#) color model.
- Grayscale** Selects the grayscale color model.
- Help** Opens the Xara X documentation on the Color Editor.

{button ,KL('color editor overview',0,`____No_Topics_Found`,`')}} Related Topics



Color Gallery (Utilities Menu) F9

Color Gallery on the Utilities menu and the **Color Gallery** button on the control bars open the Color Gallery if it is closed and close it if it is open. The button remains pressed in if the gallery is open. For details, see [Color Gallery Overview](#).

Color Gallery - Apply Button



The **Apply** button in the Color Gallery applies the named color selected in the gallery as a flat fill color to the selection. See Coloring objects.

`{button ,KL('color gallery overview',0,`____No_Topics_Found`,`)}` **Related Topics**

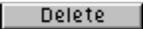
Color Gallery - Background Button

Background

To set the page background to a color, click on the color and click this button. For more details see [Changing the background](#).

{button ,KL('color gallery overview',0,`___No_Topics_Found`,`)} Related Topics

Color Gallery - Delete Button

A rectangular button with a light gray background and a thin black border. The word "Delete" is centered on the button in a dark gray, sans-serif font.

The **Delete** button in the Color Gallery deletes all the named colors currently selected in the gallery. If any of the selected colors are currently in use a warning will appear giving you the option to delete the entire set of selected colors, just delete the colors which are not being used or cancel the operation.

If you delete any colors which are in use in your document, any objects using those colors will not change in appearance, but the colors applied to them will become local colors.

Alternatively, you can right-click on the color in the gallery to open the pop-up menu and choose **Delete** which you may find easier.

`{button ,KL('color gallery overview',0,`___No_Topics_Found`,`)}` **Related Topics**

Color Gallery - Edit Button

A rectangular button with a light gray background and a thin black border. The word "Edit" is centered in the button in a dark gray, sans-serif font.

The **Edit** button in the Color Gallery opens the Color Editor allowing you to change the [named color](#) which is currently selected in the gallery. Alternatively, you can right-click on the color in the gallery to open the [pop-up menu](#) and choose **Edit** or just double-click on the color.

Related Topics

[Color Gallery](#)

[Color Editor](#)

[Named colors](#)

Color Gallery - Name Button



The **Name** button in the Color Gallery opens the Rename Color dialog box which allows you to change the name of the named color selected in the gallery. Alternatively, you can right-click on the color in the gallery to open the pop-up menu and choose **Rename**.

`{button ,KL('color gallery overview',0,`____No_Topics_Found`,`)}` **Related Topics**

Color Gallery - New Button



The **New** button in the Color Gallery opens the New Named Color dialog box into which the name of a new named color can be entered. Selecting the **Create** button in this dialog box will then create a new color with the name you give.

If a named color is selected when the New button is pressed, the new named color will be a copy of the selected named color. Alternatively, you can right-click on the gallery to open the pop-up menu and choose **New**.

`{button ,KL('color gallery overview',0,`____No_Topics_Found`,`)}` **Related Topics**

Color Gallery - Options Button



The **Options** button in the Color Gallery opens a menu containing the following options:

- Find Search the Color Gallery
- Sort Sort the Color Gallery
- Icon Size Alter the way the colors are displayed in the Color Gallery.

`{button ,KL('color gallery overview',0,`____No_Topics_Found`,`)}` Related Topics

Color Gallery - Pop-up Menu

Right-clicking on the Color Gallery opens the pop-up menu which contains the following options:

New	Creates a new named color, see New above.
Edit	Opens the Color Editor, see Edit above.
Delete	Delete the selected colors, see Delete above.
Redefine	Redefine the select named color, see Redefine above.
Rename	Renames the selected color, see Name above.
(Un)Fold Section	Folds up or unfolds the current section.
Previous Section	Moves to the start of the previous section.
Next Section	Moves to the start of the next section.
Show in Color Line	Displays (or hides) all the colors in this section on the Color Line.
Set Page Background	Sets the page background using the selected color.

Note

When you right-click on a color the color is selected and the pop-up menu opens, so this is a quick and easy way to select a color and operate on it.

Color Gallery - Redefine Button

Redefine

When the **Redefine** button in the Color Gallery is clicked, the definition of the named color selected in the gallery is set to that of the fill color of the currently selected object. This provides an easy way of redefining an existing named color to look like a color used in your document.

Alternatively, you can right-click on the color in the gallery to open the pop-up menu and choose **Redefine**.

{button ,KL(^color gallery overview',0,`____No_Topics_Found',')} **Related Topics**

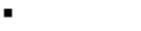
■ Color Gallery Overview

■ F9

The Color Gallery gives you full control over all the named colors in all the documents currently loaded. Local colors only exist on individual objects and are not shown in the Color Gallery. For information about colors in Xara X, see the [Colors Overview](#).

The Color Line displays the named colors in a document in the same order as the Color Gallery, so moving colors in the gallery also moves them on the Color Line. The named colors on both can also be reordered either manually or using a specific sort - see [Reordering items in a gallery](#). The list of named colors can also be searched (see [Searching a gallery](#)).

When a named color is not currently used in a document, it has 'Not in use' shown next to it if the Full Information display option (see [Changing the way galleries look](#)) has been chosen. In the same way, shade colors have "Shade of XX" written next to them where XX is the name of the parent color.

-  [Apply](#) Applying a named color to objects
-  [Delete](#) [New](#) Creating a new named color
-  [Delete](#) Deleting a named color
-  [Options](#) Color Gallery options
-  [Options](#) [Redefine](#) Redefine a named color from an object
- [Edit](#) Change a named color
- [Name](#) Change the name of a color
- [Background](#) Change the page background color

Web Browser Colors

In the Color Gallery is a library of 216 colors designed for use on the Internet - the browser palette. You can't change the colors in this section. To use them, just drag them into the gallery section for your document or apply them to objects in your document. If you just use the Web Browser colors, your images will not be dithered when they are displayed on the screen by a web browser and so the images will appear very sharp. If you overlay transparent objects, you are creating new colors, so the image may be dithered.

If you have colored an object using the Color Editor, you can set its color to the nearest web browser color by selecting the object and clicking the **Limit to Web Browser Palette** button in the Color Editor.

For details on adding your own color libraries to the Color Gallery, see [Importing colors and palettes](#).

PANTONE® Colors

At the bottom of the Color Gallery are two color libraries. One contains a full set of PANTONE® Spot Colors. The other contains a full set of PANTONE® Process Colors. The colors in these sections cannot be changed. To use them, just drag them into the gallery section for your document or apply them to objects in your document (the color will automatically be added to your document and appear on the Color Line).

Note that colors in Pantone libraries are not in strict numerical order. To find a particular color you may need to [search for it](#).

If you choose to display **Icons Only** in the Color Gallery, the PANTONE® colors will appear in rows of colors as they normally appear on the PANTONE® Solid to Process Guide. See [Changing the way galleries look](#) for details. If you move any of the colors by dragging or sorting them, the formatting goes back to normal until you start Xara X again.

Spot Colors

Spot colors are displayed in the Color Gallery as circles. Other colors are displayed as squares.

Color Gallery Menu

You can right-click on the Color Gallery to open a [pop-up menu](#).

Display Options

- Full information (color swatch, name and 'Not in use')
- Name (color swatch and name only)
- Icons only (color swatch only)

Related Topics

[Color Line](#)

[Color Editor](#)

[Importing colors](#)

[Coloring objects](#)

[Named colors](#)

Color Line (Window Menu)

Color Line on the Bars submenu of the Window menu allows the Color Line to be turned on and off. When it is set, the Color Line is enabled, otherwise it is not. This setting is stored when you quit Xara X. For more details, see [Hiding the Color Line](#). For general details, see the [Color Line Overview](#).

Color Line Overview

The Color Line shows which of the named colors (if any) have been applied to the selected object(s). It also provides a quick way of applying named colors and of opening the Color Editor. Note that if the selection uses local colors no markers are displayed on the Color Line. For information about colors in Xara X, see the Colors Overview.



The Colors in Use

You can apply the colors by dragging and dropping them from the Color Line. The fill and line colors are marked (see illustration for Current line and fill color):

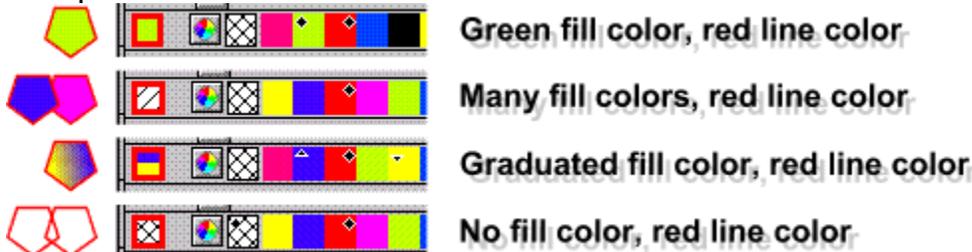
- Diamond markers show the named colors used by the selected objects. A diamond in the top-left corner of a color square indicates the fill color. A diamond in the top-right corners indicates the line color.
- Cross-shaped markers show the current color attributes if there are no objects selected. Line color on the right, fill color on the left.
- Triangular markers show the colors of a fill if you have applied one.

Current fill and line colors

The outer part of the color swatch on the left-hand end of the Color Line shows the line color and the center shows the fill color. These are:

- The colors of any selected objects,
- Otherwise the current color attributes.

Examples



- Two way hatching indicates no color (bottom example).
- One way hatching indicates multiple different colors (second example).
- For a graduated fill, the center shows the two colors used in the fill (third example).
- You can drag and drop colors from the swatch to apply them to objects in the drawing.

Edit Color Button



Clicking on this button opens the Color Editor. The Editor shows the current **fill** color. (Shown in the color swatch.) SHIFT-clicking also opens the Color Editor but showing the current **line** color.

No Color



Clicking this applies a 'no color fill'. SHIFT-clicking (or right-clicking) applies 'no color' to a line. Note that this is **not** the same as 100% transparent. 'No color' and transparency are different. A shape with transparency applied remains a solid shape whereas a shape filled with 'no color' is effectively hollow.

Spot Colors

If your document contains spot colors, they appear on the Color Line as circles (they also appear as circles in the Color Gallery). This makes it easy to distinguish them from other types of color. Note that if you select the **Print Spot Colors As Process Colors** option in the Separations Options, all spot colors are treated as normal colors and are displayed on the Color Line as squares.



{button ,KL(^ colors,changing the color of objects;color line;color gallery overview;color editor overview',0,` ____No_Topics_Found`,`)}} **Related Topics**

Changing the color of objects

Color Line

Color Gallery

Color Editor

Color Separating Overview

Complicated drawing use many different colors. However, color printers and printing presses are limited to just a few ink colors, usually the four process colors Cyan, Magenta, Yellow and Black. (Black is called the 'Key' color.) Therefore when you print out the drawing, the computer has to separate each color in the drawing into its process color components. For example, a light green separates into small amounts of Cyan and Yellow.

To print colors lighter than the pure ink color, the printer uses small dots of ink. The larger the dot, the less paper color shows through and the darker the printed color. The spacing between the dots (the screen frequency) determines how easily the human eye sees individual dots. Closely spaced dots are less noticeable than widely spaced dots. The minimum distance between the dots depends on the type of printer and the type of paper. This is why you should consult your service bureau and print shop if you are producing imageset output.

The inks used are not pure pigment. Also dark colors are best printed by substituting black for a proportion of the other colors. This is allowed for during output by a process called 'color correction'. When producing separated output, Xara X uses very complex correction algorithms to get the best possible results.

Spot colors are output without being color separated and without color correction. Each color appears on its own plate.

Three-color, Four-color, Fractal and Bitmap fills always output as RGB bitmaps and are color-corrected. This means that any spot colors used in these fill types output to the CMYK separations not to the spot separation.

Related Topics

[Imagesetting overview](#)

[Commercial printing](#)

Coloring objects

When you want to color an object, you have two choices. You can use colors so they each only apply to individual objects (local colors) or you can use named colors so when the named color is changed, all objects using the color reflect the change. Local colors are changed using the Color Editor, named colors are applied using the Color Line (or the Color Gallery).

What do you want to do?

- [Change an object's fill color](#)
- [Change an object's line color](#)
- [Change a bevel color](#)
- [Change a shadow color](#)
- [Change a contour color](#)

Related Topics

[Creating named colors](#)

[Copying colors](#)

[Color Editor](#)

[Color Gallery](#)

[Named colors](#)

Colors Overview

Xara X provides a comprehensive color system so you can alter the colors of objects directly or create your own colors, with names, which you can apply to multiple objects. You can also create connected colors. Connected colors are based on other colors so when the base color changes, the connected color also changes. It is very easy to create a drawing containing many shades of a color and with one alteration, change the color of the whole picture. The named colors in a document are displayed on the Color Line and also in the Color Gallery. You can apply colors using either and with the Color Gallery you can easily create, delete and change colors.

Xara X includes full sets of PANTONE® colors which appear at the bottom of the Color Gallery. You can easily drag these colors into your own documents and apply them directly to objects.

The following types of color are available (click for more information):

- [Normal Colors](#)
- [Shade Colors](#)
- [Tint Colors](#)
- [Linked Colors](#)
- [Spot Colors](#)

Movies

{button ,EF('xarademo.exe', `Colours Coloring Objects',1,`)} Coloring objects

{button ,EF("XaraDemo.exe", "EditCol Defining Your Own Colors",1,`)} Creating your own colors

{button ,EF("XaraDemo.exe", `Tints Using Tints',1,`)} Using tints

Related Topics

[Named colors](#)

[Shade colors](#)

[Spot colors](#)

[Color Editor](#)

[Color Gallery](#)

[Color Line](#)

Combine Shapes (Arrange Menu)

The **Combine Shapes** submenu contains four options for 'combining' objects to produce new shapes. They are:

- [Add Shapes](#)
- [Subtract Shapes](#)
- [Intersect Shapes](#)
- [Slice Shapes](#)

The Combine Shapes operations are also available from the pop-up menu - just right-click on the selected objects.

Note

- The Combine Shapes operations function equally well with objects other than shapes. Bitmaps are automatically converted to simple shapes filled with the original bitmap.

Configuring a web server for Xara files

If you want to put Xara files on your web pages using the Xara plug-in, you will need to configure your server to use the correct MIME type when it transfers Xara files. MIME types are a standard way of determining the content of a file while it is transmitted across the Internet, and are appended to the file in a standard header. For instance, every HTML file is transmitted with the MIME type 'text/html', so that anything receiving it can recognize it as HTML and treat it accordingly.

The way servers are set up by default, they transmit WEB files and XAR files with a default setting of 'text/plain'. This causes the browser to attempt to display them on screen as text, which will generate a stream of gibberish, or a complaint from your browser that there isn't a plug-in for 'text/plain' files available.

You need to configure your server to recognize Xara files. Xara files have the MIME type 'application/vnd.xara' .

■ To configure your own server

If you run your own Web server on your machine, you will probably need to add a line to a file called mime.types or something similar (mime.typ on Microsoft's NT server, for example). This file is usually a list of MIME types and file extensions in the format "mimetype/subtype .extn". There can be more than one extension for each mime type, or no extension at all. For instance, here are a few typical entries in a mime.types file:

```
application/postscript  ai eps ps
application/slate
application/x-csh        csh
application/x-dvi        dvi
image/gif                gif
image/jpeg               jpeg jpg jpe
image/tiff                tiff tif
```

You will therefore need to add this line to the file:

```
application/vnd.xara  xar web cmx cdr
```

You will usually then need to restart the server. There may be a configuration utility supplied with the server to do this automatically. Adding to the MIME types on a server is a very common operation, and the documentation that came with your server will describe how to do it.

■ To configure someone else's server

If your Web pages are on another machine, for example one run by your Internet Service Provider, contact the Server administrator and ask them to add the appropriate MIME type. They will need to know the MIME type and the file extension.

Configuring the mouse buttons

You can configure the left and right mouse buttons so they work in the way you find most comfortable.

- **To configure a mouse button**

1. From the Utilities Menu, choose **Options** (see [Options](#)).
2. Click the Mouse tab.
3. Use the drop-down lists to choose what you want the left and right mouse buttons to do.

Tip

- If you want to set the mouse buttons back to what they did when you first used Xara X, click the **Reset Defaults** button.

Configuring the program so new objects have the most recent attributes

You can configure the program so when you create a new object, it is created using the last attributes you applied. This means that if you color a circle green and then draw another circle, it will appear green rather than black (or another color if you have changed the current attributes).

- **To change the setting**

1. From the Utilities menu, choose **Options** (see Options).
2. Click the General tab.
3. Change the **Give New Objects Most Recent Attributes** option.

Configuring the program to ask before closing views

Many other programs let you have only a single document in memory and if you prefer this, you can configure the program to work this way.

- **To configure the program**

1. From the Utilities menu, choose **Options** (see [Options](#)).
2. Click the General tab.
3. Change the **Ask Before Closing Document Views** option.

Configuring the program to ask before setting the current attributes

When you apply an attribute with no object selected, you will be asked if you want to change the current attributes so all objects you draw from then on use that attribute. You can turn this warning off.

- **To turn the warning off**

1. From the Utilities menu choose **Options** (see Options).
2. Click the General tab.
3. Change the **Ask Before Setting Current Attributes** option.

Tip

- This option is automatically unset if you click the **Quiet** button in the warning dialog box that appears confirming the setting of the current attributes. If this button has been pressed, the warnings can be re-enabled by setting this option.

Contour Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a contour, it contains the following options:

- Contour Tool

- Cut
- Copy
- Paste

- Delete
- Duplicate
- Clone

- Convert to Editable Shapes
- Create Bitmap Copy
- Combine Shapes

- Imagesetting

- Web Address
- Color Editor

{button ,KL('pop-up menus',0,`____No_Topics_Found`,`)} Related Topics



Contour Tool - Attribute Profile

This lets you select how attributes (such as color or line thickness) change in a contour. You can have a regular rate of change, greater change at one end, or greater change in the center. For more information, see [Changing the contour attribute profile](#).

{button ,KL('contours',0,`___No_Topics_Found`,`)} Related Topics



Contour Tool - Contour Width



The slider and text box to the right control the size of the contour. Either drag the slider or, for precise adjustment, type into the text box.

`{button ,KL('contours',1,`___No_Topics_Found`,`)} Related Topics`

▪ Contour Tool - Effect Field

▪

The **Effect** field on the [Contour Tool Infobar](#) provides control of the way the colors in the currently selected [contour](#) change through the contour. For more details, see [Changing the way color fade in a contour](#).

{button ,KL('contours',0,`____No_Topics_Found`,`)} Related Topics

▪ Contour Tool - Inner/Outer buttons



These buttons let you apply the contour inside the shape (so the shape remains the same size) or outside (so the shape gets bigger).

```
{button ,KL('contours',0,'___No_Topics_Found','')} Related Topics
```

▪ Contour Tool - Inset Path



This button lets you use contours to change the size of objects. The effect on the size is the same as adding or subtracting a thick line to the object. This is useful especially for shapes like the letter "C". For more details see [Using contours to resize objects](#).

`{button ,KL('contours',0,`____No_Topics_Found`,`)}` **Related Topics**

▪ Contour Tool - Join style

▪
These buttons control the shape of corners for the contour. Options are: [miter](#), [round](#) and [beveled](#). Note that these buttons duplicate options on the [Bevel Tool](#) and the [Line Gallery](#).

`{button ,KL('contours',1,`____No_Topics_Found`,`)} Related Topics`

▪ Contour Tool - Position Profile

▪

This lets you select how to space the intermediate steps in a [contour](#). You can have regular spacing or closer at one end than the other or closer in the center. For more information, see [Changing the contour position profile](#).

{button ,KL('contours',0,`____No_Topics_Found`,`)} Related Topics

▪ Contour Tool - Remove Button

▪

The **Remove** button on the [Contour Tool Infobar](#) removes any applied [contour](#) from the [selection](#). For more information, see [Removing a contour](#).

`{button ,KL('contours',0,`____No_Topics_Found`,`)}` Related Topics

▪ Contour Tool - Steps Field

▪

The Steps field on the [Contour Tool Infobar](#) controls the number of intermediate steps used in the currently selected [Contour](#). You can either:

- specify the **number** of steps
- or specify the average **distance** between steps (see Notes).

To change the number or distance between steps, select one of the two options then enter a new value and press RETURN. For more information, see [Changing the number of steps in a Contour](#).

Notes on distance:

- If required, Xara X rounds the distance to give a whole number of steps.
- The distance between steps varies if you use a non-linear [Position Profile](#). The value shown is the average distance.

{button ,KL('contours',0,`____No_Topics_Found`,`)} Related Topics

▪ Contour Tool CTRL+F7

You can use the Contour Tool to contour objects.

Contour Tool Infobar Controls

- Distance between Steps/Number of Steps

- Remove

- Effect



Inner/Outer Contour

- Position Profile

- Attribute Profile



Inset path

- Join style

Tip:

- Applying a contour to several objects:
If the objects are grouped, overlapping contours merge together. The contour color is the same as the rear-most object in the group.
If the objects are ungrouped, each object has a separate contour. The contour color is the same as the object color.

Contour Tool Operations

Contouring objects

Removing a contour

Modifying a contour

Movie

{button ,EF("XaraDemo.exe",`Contour Using Contours',1,`) } Using contours

Tips

- You can contour any type of object except those with bevels.
- You can also choose the Contour Tool using the Contour Pop-up Menu.

Contouring objects

[Contours](#) let you create interesting effects around the edges of objects. Note that objects cannot have both a contour and a [bevel](#).

■ To contour an object:

1. Select the object (see [Selecting objects](#)) (see Notes).
2. Choose the Contour Tool.
3. Either
drag any of the eight [handles](#) that surround the selected objects,
or drag the **Contour width** slider,
or type a new value into the text box.
As you drag, you see the outline of the contour.

Notes

- You can also use the Contour Tool to select objects - [more details](#).
- Applying a contour to several objects:
If the objects are [grouped](#), overlapping contours merge together. The contour color is the same as the rear-most object in the group.
If the objects are ungrouped, each object has a separate contour. The contour color is the same as the object color.
- The contour steps are not separate objects. To make them selectable, you need to convert the contour to simple editable shapes. See [Converting contours to shapes](#).
- Dragging the handles lets you swap between inside and outside contours. (Drag the handles inside or outside the objects to swap.) For the other options see [Swapping between inside and outside contour](#).
- You can make the outline of objects thicker or thinner using contours - see [Using contours to resize objects](#).
- [Notes on contours and feathering](#).

Movies

{button ,EF("XaraDemo.exe",`Contour Using Contours',1,`) } Using contours

Related Topics

[Contours](#)

[Contour Tool](#)

Control Bars (Window Menu)

You can use the Control Bars dialog box to customize the [control bars](#). You can also use it to set the size of the buttons on docked and floating control bars and the button size used for galleries. For more details, see [Setting the size of buttons](#).

- [New](#)
- [Delete](#)
- [Reset](#)
- [Large Buttons](#)
- [the default set of Control Bars](#)

`{button ,KL('control bars',0,`____No_Topics_Found`,`)}`} Related Topics`

Control Bars Dialog Box - Delete Button

This button deletes the selected control bar. You will be asked to confirm deletion of the control bar. Note that you cannot delete the Info bar or the button palette.

Control Bars Dialog Box - Large Buttons

The icons used for the buttons on the control bars and galleries can be set to small icons or larger icons. The bottom part of the dialog box describes what sizes the icons on control bars at the top, left, right and bottom of the window are set to as well as the size of icons in floating control bars. The setting for the size of buttons on floating bars is also applied to gallery buttons. For more details, see see [Setting the size of buttons](#).

Control Bars Dialog Box - New Button

This button opens a dialog box which will prompt for the name of a new control bar. Entering a new name and clicking **OK** will create a new control bar with the given name. The new control bar will be opened, floating.

Control Bars Dialog Box - Reset Button

This button resets the control bars to their 'factory' settings. It will remove all the buttons and bars you have added and replace any you have removed.

Convert Line to Shape (Arrange Menu)

This option converts a line into a shape. You can also convert the line around a shape into a new, separate object. See [Converting lines to shapes](#).

Note:

- **Convert line to shape** is dimmed for objects with shadows, [contours](#) or [bevels](#).

- **Convert to Editable Shapes** CTRL+SHIFT+S

Convert to Editable Shapes takes an object and simplifies it so it is built from only shapes.

For more details on what Convert to Shapes does to different types of objects, see the following pages:

- [Converting QuickShapes to shapes](#)
- [Converting text to shapes](#)
- [Converting groups to shapes](#)
- [Converting molds to shapes](#)
- [Converting blends to shapes](#)
- [Converting contours to shapes](#)
- [Converting bitmaps to shapes](#)

Converting QuickShapes to shapes

You can convert a QuickShape into a simple shape built up from straight and curved line segments. This lets you add extra points to the shape or to change it in ways not possible with the QuickShape Tool. After converting to an editable shape, you cannot edit the shape using the QuickShape, Ellipse or Rectangle Tools.

- **To convert QuickShapes to shapes**

1. Select the QuickShape (see Selecting objects).
2. From the Arrange menu, choose **Convert to Editable Shapes**.

Tip

- To convert a QuickShape quickly, right-click on the QuickShape to open the pop-up menu and choose **Convert to Editable Shapes**.

Converting bevels to shapes

You can convert a beveled object into a group containing the bevel and the object. The bevel is converted to a shape and, after ungrouping, can be edited. Note that after converting a bevel to a shape, you cannot use the Bevel Tool to edit it as it is no longer a bevel.

- **To convert a beveled object to shapes**

1. Select the bevel or the object (see [Selecting objects](#)).
2. From the Arrange menu, choose **Convert to Editable Shapes**.

Tip

- To convert a bevel quickly, right-click on the bevel or the object. This opens the pop-up menu. Choose **Convert To Editable Shapes**.

Related Topics

[Bevels](#)

[Converting objects](#)

Converting bitmaps to shapes

You can convert a [bitmap](#) to a shape by converting the bitmap into a rectangular shape with a [bitmap fill](#). Once you have done this you can change the shape just like any other.

- **To convert a bitmap to a shape**

1. Select the bitmap (see [Selecting objects](#)).
2. From the Arrange menu, choose **Convert to Editable Shapes**.

Tip

- To convert a bitmap quickly, right-click on the blend to open the pop-up menu and choose **Convert To Editable Shapes**.

`{button ,KL('bitmap fills,changing',0,`___No_Topics_Found',`)} Related Topics`

Converting blends to shapes

You can convert a [blend](#) into a [group](#) containing all the blend steps. Each step is converted to a simple [shape](#) and can be edited. Note that after converting a blend to shapes, you cannot use the Blend Tool to edit it as the object is no longer a blend.

- **To convert a blend to shapes**

1. Select the blend (see [Selecting objects](#)).
2. From the Arrange menu, choose **Convert to Editable Shapes**.

Tip

- To convert a blend quickly, right-click on the blend to open the pop-up menu and choose **Convert To Editable Shapes**.

Related Topics

[Blends](#)

[Converting objects](#)

Converting contours to shapes

You can convert a contour into a group containing all the contour steps. Each step is converted to a simple shape and, after ungrouping, can be edited. Note that after converting a contour to shapes, you cannot use the Contour Tool to edit it as the object is no longer a contour.

■ To convert a contour to shapes

1. Select the contour (see Selecting objects). (See Note.)
2. From the Arrange menu, choose **Convert to Editable Shapes**.

Tip

- To convert a contour quickly, right-click on the contour to open the pop-up menu and choose **Convert To Editable Shapes**.

Notes

- You can also use the Contour Tool to select objects - more details.

Related Topics

[Contours](#)

[Converting objects](#)

Converting groups to shapes

You can convert a group object into simple shapes. The result is a group consisting entirely of simple lines and shapes - the same as if you had converted each object in the group to shapes.

- **To convert a group to shapes**

1. Select the group (see Selecting objects).
2. From the Arrange menu, choose **Convert to Editable Shapes**.

Tip

- Shortcut: right-click on the group to open the pop-up menu and choose **Convert to Editable Shapes**.

Converting lines to shapes

Lines are limited to flat color and transparency. However you can convert a line into a shape. You can then apply any of the fill or transparency types or reshape it. You can even add a new line around its outside. You can also convert the line (the 'outline') around a shape.

- **To convert a line to a shape**

1. Select the line or shape (see [Selecting objects](#)).
2. From the Arrange menu, choose **Convert line to shape**.

If you convert an line around a shape: this produces an object the size and width of the line.

Movies

{button ,EF("XaraDemo.exe",`LinShape Converting lines to Shapes',1,`) } Converting lines to editable shapes

Note:

- **Convert line to shape** is dimmed for objects with shadows, [contours](#) or [bevels](#).
- Converting an outline removes any fill applied to the original object. To retain the fill, [clone the object](#) before converting the line into a shape.
- Because the converted line can now itself have a line applied, you can use this to create parallel lines. However there is a [better way](#).

Related Topics

[Lines](#)

[Converting objects](#)

Converting molds to shapes

You can convert a mold to simple shapes. The result is a group consisting entirely of simple lines and shapes.

- **To convert a mold to shapes**

1. Select the mold (see Selecting objects).
2. From the Arrange menu, choose **Convert to Editable Shapes**.

Tip

- Shortcut: right-click on the mold to open the pop-up menu and choose **Convert to Editable Shapes**.

Converting shadows to shapes

You can convert a shadow into a group containing the shadow and the object (or objects) casting the shadow. The shadow is converted to a simple shape and, after ungrouping, can be edited. Note that after converting a shadow to a shape, you cannot use the Shadow Tool to edit it as it is no longer a shadow.

- **To convert a shadow to shapes**

1. Select the shadow or the object (or objects) casting the shadow (see [Selecting objects](#)).
2. From the Arrange menu, choose **Convert to Editable Shapes**.

Tip

- To convert a shadow quickly, right-click on the shadow or the object (or objects) casting the shadow. This opens the pop-up menu. Choose **Convert To Editable Shapes**.

Related Topics

[Shadows](#)

[Converting objects](#)

Converting text to shapes

You can convert text into [shapes](#). This gives you greater flexibility in changing the appearance of the characters. Each character becomes a separate shape and all the characters in each line are [grouped](#). The lines are then grouped together to form an outer group. To edit individual characters inside the resulting group, you can Ungroup it twice or use [select inside](#). For more details see [Selecting objects in objects](#).

■ To convert text to shapes

1. Select the text (see [Selecting text](#)).
2. From the Arrange menu, choose **Convert to Editable Shapes**.

Make sure the text is correct before you convert to shapes. After converting, you cannot use the Text Tool to change characters, for example to correct a spelling mistake.

Tips

- To convert the text quickly, right-click on the text to open the pop-up menu and choose **Convert to Editable Shapes**.
- To print text to a PostScript printer that does not have the necessary fonts, you can force the program to treat the text as shapes when it is printed. To do this, right-click on the text object and choose **Print Text As Shapes**. See [Printing text](#).



Copy (Edit Menu) CTRL+C or CTRL+INSERT

Copies the selection to the clipboard. Once the objects are on the clipboard they can be pasted back into the document any number of times, pasted into other documents and into other programs. For more information, see [Cutting and copying objects to the clipboard](#).

Tips

- You can copy an object to the clipboard quickly by right-clicking on it to open the pop-up menu and choosing **Copy**.
- **Cut** is the same as Copy, but moves the objects to the clipboard removing them from the document.

`{button ,KL('pasting',0,`_____No_Topics_Found`,`')}` **Related Topics**

Copying frames

It is sometimes useful to make a copy of a [frame](#) and all the [objects](#) in that frame, particularly if you are creating an animation where one frame is only slightly different from another. Once you have copied a frame you can independently edit the original frame and the copy.

■ To copy a frame

1. From the Utilities menu, choose **Frame Gallery**.
2. Click on the name of the frame you want to copy. This selects the frame.
3. Click the **Copy** button in the gallery.

Tips

- To create a new empty frame, see [Creating frames](#).
- You can quickly copy a frame by right-clicking on it to open the pop-up menu and choosing **Copy Frame**.

{button ,KL('frames',0,`___No_Topics_Found`,`)} Related Topics

Copying layers

It is sometimes useful to make a copy of a [layer](#) and all the [objects](#) on that layer. You can then independently edit the original layer and the copy.

■ To copy a layer

1. From the Utilities menu, choose **Layer Gallery**.
2. Click on the name of the layer you want to copy. This selects the layer.
3. Click the **Copy** button in the gallery.
4. Type in a name for the new layer. (See Note.)

Note

■ Layers **MouseOff**, **MouseOver**, **MouseDown**, **Selected** and **BackBar** are used by the [Button & NavBar Tool](#). We do not recommend creating layers with these names as this could affect bar creation. For more information on bar creation see [Creating Navigation Bars](#).

Tips

- This makes a copy of a layer. To create a new empty layer, see [Creating layers](#).
- You can quickly copy a layer by right-clicking on it. This opens the pop-up menu. Choose **Copy**.

{button ,KL('layers',0,`____ No_Topics_Found`,`)} Related Topics

Copying objects

There are several ways of creating a copy of an object. Which method you use depends on what you want to do with the copy.

- **Copy** to the clipboard then paste back. This lets you easily copy objects between documents or between layers or frames. The object remains on the clipboard and you can paste it several times if required.

- Create a **duplicate** (a copy slightly offset from the original). This is a quick way to create a copy in the same document and layer. You can change the duplicate offset. See Changing the duplication distance.

- Create a **clone** (a copy exactly on top of the original).

- **To copy an object using Copy and Paste**

1. Select the object (see Selecting objects).
2. From the Edit menu, choose **Copy** (CTRL+C).
3. If required, change document or layer.
4. From the Edit menu, choose **Paste** (CTRL+V). This pastes a copy into the center of the window.

- **To copy an object using Duplicate**

1. Select the object.
2. From the Edit menu, choose **Duplicate** (CTRL+D).

- **To copy an object using Clone**

1. Select the object.
2. From the Edit menu, choose **Clone** (CTRL+K).

- **To copy an object using the mouse**

1. Choose the Selector Tool.
2. Drag the objects you want to copy.
3. Right-click where you want to leave a copy or press '+' on the numeric keypad.

Movie

```
{button ,EF("XaraDemo.exe", "DupClone Duplicating and Cloning Objects",1,`) } Duplicating and cloning objects
```

Tips

- Instead of using CTRL+V you can press CTRL+SHIFT+V to paste the copy into the same position as the original. This is useful when moving objects between documents.

- You cannot clone or duplicate objects selected using select inside. This includes selected regions within text objects.

Copying objects using connected colors

Complicated drawings such as cars require complex shading and highlights to appear lifelike. This is easier if you use connected colors ([shades](#), [linked colors](#) and [tints](#)) all based on a parent color. Editing the parent color automatically updates all the connected colors. You can copy an object like this so that the new copy uses a different parent color and the colors of the two drawings can be controlled independently.

■ **To create a copy of a drawing with a different parent color:**

1. Select the drawing (see [Selecting objects](#)).
2. From the Edit menu, choose **Copy**. This copies the drawing to the clipboard.
3. Select the parent color in the Color Gallery, and rename it (see [Renaming named colors](#)).
4. From the Edit menu, choose **Paste**. This pastes a copy of the drawing from the [clipboard](#) into the document.

When you paste the drawing back into the document, Xara X finds that the parent color has been renamed and creates a new one. You now have a base color for each drawing and can alter their color independently.

Tip

- You can also copy the drawing into a different document, change the color and paste it back into the original document to achieve the same effect. This requires more memory, though.

Related Topics

[Colors overview](#)

[Copying objects](#)

Create Bitmap Copy (Arrange Menu) CTRL+SHIFT+C

Create Bitmap Copy creates a bitmap version of the selected objects. When you select it, it opens the Create Bitmap Copy dialog box where you can set the options for the bitmap and even preview it before you insert it into the document. Click the **Create** button to create the bitmap. By using the **Transparent Background** option you can create non-rectangular bitmaps. For more information on creating bitmaps from objects, see Creating bitmaps from objects.

- Preview boxes
- Palette Options
- Options Tab
- Bitmap Size Tab
- Create Button

Create Bitmap Copy - Bitmap Size Tab

Bitmap Size and Resolution

The size of the bitmap can be set in two ways:

- | | |
|------------|--|
| Resolution | Type the resolution into the dpi field. The Width and Height are calculated from this to ensure the <u>aspect ratio</u> of the bitmap is fixed. |
| Size | Type the required width or height into one of the fields. Note that the aspect ratio of the drawing is fixed so only one dimension can be set - the other is calculated automatically. |

Tip

- Choosing a resolution of 96dpi creates the bitmap the same size as the objects (when viewed at 100% magnification).

Area to Save

Dimmed for Bitmap Copy.

Anti-aliasing

Anti-aliasing improves the appearance of graphics by smoothing jagged edges.

Maintain Screen Anti-aliasing Create the bitmap using the anti-aliasing displayed on the monitor screen. (That is, do not change the anti-aliasing.) This is useful if you have positioned the objects to create a precise anti-aliasing effect.

Minimize Visible Anti-aliasing On export, reposition the objects by up to a pixel to minimize the anti-aliasing required for good results. If in doubt which option to use, select this. (Note for CorelXARA 2.0 [and earlier] users: this is how CorelXARA 2.0 created bitmaps.)

Create Bitmap Copy - Options Tab

This button duplicates **Transparent background** on the Palette Options tab. It provides compatibility for [CorelXARA](#) users.

If you set the **Transparent** option, any areas of the bitmap not covered by objects will be see-through. This generally means your bitmap is not rectangular. Only objects with no fill color appear see-through; objects with transparency applied are not see-through in the bitmap.

Tip

- You can apply transparency to any bitmap, even if it does not have a background.

Create Bitmap Copy - Palette Options

Dithering

Dimmed for True Color.

You can select between three types of dithering with these options. Choosing **None** means there will be no dithering, **Ordered** using an ordered (regular) dithering pattern and **Error diffusion** uses error-diffused dithering (a more complex dithering technique). In general, error diffusion will give the best results, but only use dithering when really necessary as it prevents the file compression working so well and so makes files larger. You cannot use **Ordered** dithering with an optimized palette.

Note that you can set the dithering type for the screen display too, see Changing the screen dithering.

Palette

Dimmed for True Color.

Choose between browser palette, WebSnap palette and optimized palette

Color Depth

Choose the number of colors your bitmap requires. The more colors, the larger the bitmap file.

Transparent bitmaps with 256 colors or less use one of the colors for the transparency. This means a 2 color transparent bitmap has one color plus transparency.

Colors used

Dimmed for True Color.

With this field, you can specify how many colors in the palette of the bitmap are actually used. This means you can create, for example, an 256 color bitmap where only 100 of the 256 palette entries are used. With some experimentation you can alter this setting to create bitmaps that are very small by reducing the number of colors until the quality is just at the level you will accept.

Palette colors

(Up to 256 colors only)

This displays the range of colors in the current palette. You can edit any of the colors if you want extra control - see Editing colors in the create bitmap palette.

To check where colors are used in the bitmap, select the Color Selector button. Then, as you move over the image image in the Preview window, the color under the pointer is highlighted in the palette.

Small squares on the colors give you extra information about the color:

- in the center - web safe
- top left - transparent
- bottom left - locked color
- bottom right - edited color
- (hatched square) deleted color.

Buttons

Dimmed for True Color.

These buttons (except **Transparent background**) apply to the selected color: click on a color in the palette (above the buttons) to select it. You can also select these options by right-clicking on a color, then selecting from the pop-up menu.

- **(Lock)**: always include this color in the palette. This is useful if you are reducing the number of colors in the palette. For more information see Locking a color.
- **(Web-safe)**: snap this color to the nearest color in the 216-color Netscape Navigator and Microsoft Internet Explorer palette. For more information see Making a color web-safe.
- **(Transparent background)**: make transparent any areas not covered by the selected objects. Selecting this option automatically makes one entry in the palette transparent. Note to CorelXARA users: this duplicates **Transparent** on the Options tab.
- **(Transparent)**: make this color entry transparent. Note the difference between this option which makes parts of the selected objects transparent and **Transparent background** which makes transparent those areas behind the selected objects. For more information see Making a color transparent.
- **(Delete)**: delete this color from the palette. Any areas in the bitmap that use the deleted color then use the nearest color in the palette. The fewer colors in the palette the smaller the bitmap file. Click **R** to undo a delete. For more information see Deleting a color.
- **(Restore)**: undelete this color.
- **(Add system colors)**: adds 28 colors to the palette. These colors are the regular Windows system colors and a number of primary colors. This ensures the palette includes a spread of colors and may improve the quality of the image, particularly if it contains a wide range of colors. You may need to experiment with this option to get the best results.

Sort By:

Controls the order in which colors are displayed in the palette. This option applies only to the display in this dialog box. It has no effect on the bitmap nor on the actual colors. Options:

Importance - arranged by the contribution each color makes to the appearance of the bitmap.

Popularity - arranged by the area each color covers.

Luminance - arranged by the RGB brightness of the colors.

Hue - arranged by hue.

Create Bitmap Copy Dialog Box - Create Button

This button reads **Create A** or **Create B** depending on which is the selected Preview. Click on a Preview to select it and then click this button to create the bitmap and insert it into the document.

Create a ClipView

ClipView lets you use an object as a "window" onto other objects. You see only those parts of other objects that are within the window. We call this creating a ClipView.

■ To create a ClipView

1. The window object must be behind the other objects in the ClipView. If necessary move it backwards. In this example the blue ellipse is the window object:



2. Select all the objects you want in the ClipView - see [Selecting objects](#).
3. Choose **Apply ClipView** on the Arrange menu. All the window object remains visible plus those parts of other objects that cover the window object.



Movies

```
{button ,EF("XaraDemo.exe", `ClipView Using ClipView',1,`) } Using ClipView
```

```
{button ,KL('clipping',0,`____No_Topics_Found',`)} Related Topics
```

Creating BMP files

BMP (Windows bitmap) format files can be used by many programs on the PC. Note that when exporting a bitmap, the current Xara X Quality (see [Changing the screen quality of documents](#)) setting is used. For example with Quality set to a low value, the bitmap is exported as an outline.

■ To create a BMP file

1. From the File menu, choose **Export**.
2. In the Export dialog box, choose **BMP** from the drop-down list.
3. Enter the filename and location then click **Save**. This opens the BMP Export dialog box.
4. Set the options in the dialog box and click **Export**. For more information on these options, click the Help button in the dialog box.

Tips

- To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the BMP Export dialog box.
- If you want to export a small area of a document, select the objects in that area and choose **Selection** in the Area to Save section of the BMP Export dialog box.

{button ,KL('bitmaps,creating',0,'____No_Topics_Found','')} **Related Topics**

Creating DCX files

You can create DCX format (multi-page PCX) bitmap files using a wide variety of options. Note that when exporting a bitmap, the current Xara X Quality (see [Changing the screen quality of documents](#)) setting is used for the bitmap. For example if the Quality is set to a very low level the bitmap exported will be in outline only.

■ To create a DCX file

1. From the File menu, choose **Export**.
2. In the Export dialog box, choose **DCX** from the drop-down list.
3. Enter the filename and location and click **Save**. This will open the DCX Export dialog box.
4. Set the options in the dialog box and click **Export**. For more information on the options, click the Help button in the dialog box.

Tips

- To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the DCX Export dialog box.
- If you want to export a small area of a document, select the objects in that area and choose **Selection** in the Area to Save section of the DCX Export dialog box.

{button ,KL('bitmaps,creating',0,`____No_Topics_Found`,`')} **Related Topics**

Creating GIF files

You can create GIF format bitmap files using a wide variety of options including [interlacing](#) and transparency (masking). Note that when exporting a bitmap, the current Xara X Quality (see [Changing the screen quality of documents](#)) setting is used for the bitmap. For example if the Quality is set to a very low level the bitmap exported will be in outline only.

This covers creating a single GIF bitmap. For information on animated GIFs, see [Creating animated GIF files](#).

■ To create a GIF file

1. From the File menu, choose **Export**.
2. In the Export dialog box, choose **GIF** from the drop-down list.
3. Enter the filename and location and click **Save**. This will open the GIF Export dialog box where you can change options and preview the bitmap before you save it to disk.
4. Set the options in the dialog box and click **Export**. For more information on the options, click the Help button in the dialog box.

Tips

- To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the GIF Export dialog box.
- To make the bitmap see-through where there are no objects in your document, select **Transparent** in the GIF Export dialog box.
- If you want to export a small area of a document, select the objects in that area and choose the **Selection** option in the Area to Save section of the GIF Export dialog box.

Transparent GIF Files

Xara X works differently from other graphics packages when you create transparent bitmaps. In other packages you choose the color in the bitmap you want to be transparent. In Xara X the exported bitmap is transparent where there are no objects in the original drawing. To make any area transparent in a bitmap just ensure there are no objects over it and select the Transparent option in the dialog box when you export the GIF file. (However you can also select a color and make that transparent if you wish.)

Related Topics

[Creating bitmaps](#)

[Internet bitmaps overview](#)

Creating JPEG files

You can create JPEG format bitmap files using a wide variety of options. JPEG files are stored using compression which works best with photographic-type images. You may want to experiment with the JPEG quality setting to find a level that creates the files you want.

Note that when exporting a bitmap, the current Xara X Quality (see [Changing the screen quality of documents](#)) setting is used. For example if the Quality is set to a very low level the bitmap exported will be in outline only (this Quality setting is different from the JPEG Quality).

■ To create a JPEG file

1. From the File menu, choose **Export**.
2. In the Export dialog box, choose **JPEG** from the drop-down list.
3. Enter the filename and location and click **Save**. This will open the JPEG Export dialog box.
4. Set the options in the dialog box and click **Export**. For more information on the options, click the Help button in the dialog box.

Tips

- To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the JPEG Export dialog box.
- If you set the JPEG quality slider to a low value the picture will not look as good but the file will be smaller.
- If you want to export a small area of a document, select the objects in that area and choose **Selection** in the Area to Save section of the JPEG Export dialog box.

Related Topics

[Creating bitmaps](#)

[Internet bitmaps overview](#)

Creating Navigation Bars

Navigation Bars are sets of button graphics and some associated HTML code, often used for navigating web pages. Xara X makes it easy to create horizontal or vertical bars or bars with custom spacing. You create the basic button graphic, then let Xara X generate the other buttons and an HTML (web) page for testing the bar.

Xara X can also create rollover buttons (buttons that change state) - see Creating Rollovers. (Rollovers create more complicated HTML code on the web page. If you are an Internet novice, we suggest using only simple bars.)

When you create a bar you can also create a BackBar (a design that appears behind the buttons) - more details.

■ To create a Bar:

1. To create a bar you first need an example button. Create this button in the regular way.
This button becomes the left-hand button (for horizontal bars) or top button (for vertical bars). If your button design includes text, your example button can show either appropriate text for the left/top button or sample text. (Sample text is useful to gauge the maximum width required for the finished buttons.)
2. Select the Button & NavBar Tool.
3. If necessary, select the button - see Selecting navigation bar objects.
4. Click **New**. This opens the Bar Properties dialog box.
5. Select the required options in the Bar Properties dialog box - more details on these options.
6. Click **Create** on the Bar Properties dialog box to create the extra buttons.
7. Edit the buttons as required. (For example, by changing the text.)

If you want to use this navigation bar in Macromedia Dreamweaver, there is a separate page describing how to do this.

If you are not using Dreamweaver:

8. When you have made the changes click **Export** on the Button & NavBar Tool Infobar.
You can either create a new test page or insert the navigation bar into an existing .htm or .html page. (See Using the graphics and HTML code below.)
Xara X creates an .htm file that contains the HTML required to display the buttons, plus the bitmaps (GIFs or JPEGs) for the buttons.
9. Type in the name you want for the .htm file.
10. Select the file format for the button graphics. GIF is usually best but if the buttons include complex shading or photographs, JPEG may produce smaller files. For more information see Internet bitmaps overview.
11. Click **Save**. This opens the regular Bitmap Export dialog box. For more information on any of the options click **Help** on this dialog box.
You have the option of viewing the Bar in your regular browser.

Using the graphics and HTML code on a web page

To include the bar on a web page requires some HTML code in the web page. This description assumes you know how to edit a web page and have a basic knowledge of HTML. You have two options:

- Let Xara X copy the HTML into an existing web page - this is the easiest option if the page already exists.
- Let Xara X create a test page so you can test the bar before including it in the final page.

For either option you may need to move the bar to where you want it on the page. **Technical Note:** the bar is contained in a Table. This ensures correct formatting. Copy the entire Table to where you want the bar to appear. The Table starts

```
<table name="XaraTable"...
```

```
and ends
```

```
</table>
```

You may also need to copy the graphics files to your web server:

1. We recommend copying the graphics to the same folder as the web page. If you use a different folder to the web page, you need to edit the SRC attributes to point to the correct folder.
2. Copy the graphics to your web site. The buttons are named **Button1.gif**, **Button2.gif** etc.
For complex bars there may be other graphics with names such as **r2c1.gif** plus a file called **shim.gif**. Copy all these to your web site. **Technical note:** Shim.gif is a dummy graphic used for padding.
3. Unless you assigned a web address to the button, the bar uses a dummy address to jump to when the button is clicked. You need to edit this to point to the correct page. The link address is in the HREF attribute of the Anchor tag:

```
<a href="untitled.htm" ...>
```

Movies

```
{button ,EF("XaraDemo.exe", `NavBar Creating Navigation Bars',1,`) } Creating Navigation Bars
```

```
{button ,KL(`navigation bars',0,`_____No_Topics_Found',`')} Related Topics
```

Creating PCX files

You can create PCX format bitmap files using a wide variety of options. Note that when exporting a bitmap, the current Xara X Quality (see [Changing the screen quality of documents](#)) setting is used for the bitmap. For example if the Quality is set to a very low level the bitmap exported will be in outline only.

■ To create a PCX file

1. From the File menu, choose **Export**.
2. In the Export dialog box, choose **PCX** from the drop-down list.
3. Enter the filename and location and click **Save**. This will open the PCX Export dialog box.
4. Set the options in the dialog box and click **Export**. For more information on the options, click the Help button in the dialog box.

Tips

- To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the PCX Export dialog box.
- If you want to export a small area of a document, select the objects in that area and choose **Selection** in the Area to Save section of the PCX Export dialog box.

{button ,KL('bitmaps,creating',0,`____No_Topics_Found`,`')} **Related Topics**

Creating PICT files

You can create Macintosh PICT format bitmap files using a wide variety of options. Note that when exporting a bitmap, the current Xara X Quality (see [Changing the screen quality of documents](#)) setting is used for the bitmap. For example if the Quality is set to a very low level the bitmap exported will be in outline only.

■ To create a PICT file

1. From the File menu, choose **Export**.
2. In the Export dialog box, choose **PICT** from the drop-down list.
3. Enter the filename and location and click **Save**. This will open the PICT Export dialog box.
4. Set the options in the dialog box and click **Export**. For more information on the options, click the Help button in the dialog box.

Tips

- If you want to export a small area of a document, select the objects in that area and choose **Selection** in the Area to Save section of the PICT Export dialog box.

{button ,KL('bitmaps,creating',0,` ____No_Topics_Found`,`)} Related Topics

Creating PNG files

You can create PNG format bitmap files using a wide variety of options including [interlacing](#) and transparency. Note that when exporting a bitmap, the current Xara X Quality (see [Changing the screen quality of documents](#)) setting is used for the bitmap. For example if the Quality is set to a very low level the bitmap exported will be in outline only.

■ To create a PNG file

1. From the File menu, choose **Export**.
2. In the Export dialog box, choose **PNG** from the drop-down list.
3. Enter the filename and location and click **Save**. This opens the PNG Export dialog box where you can change options and preview the bitmap before you save it to disk.
4. Set the options in the dialog box and click **Export**. For more information on the options, click the Help button in the dialog box.

Tips

- To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the PNG Export dialog box.
- If you want to export a small area of a document, select the objects in that area and choose **Selection** in the Area to Save section of the PNG Export dialog box.

Transparent PNG Files

PNG format supports two types of transparency:

- (For formats up to 256 colors) a simple on-off transparency. By default, areas not covered by objects are exported as transparency. However you can also select a color in the Export dialog box and make that transparent if you wish. To enable transparency select the **Transparent** option in the dialog box when you export the PNG file.
- (For true color format) graduated ("alpha-channel") transparency. This preserves any transparency you applied using the Transparency Tool. To enable alpha-channel transparency select **True color + Alpha** in the Export dialog box.

Related Topics

[Creating bitmaps](#)

[Internet bitmaps overview](#)

Creating RAS files

You can create RAS (Sun Raster) format bitmap files using a wide variety of options. Note that when exporting a bitmap, the current Xara X Quality (see [Changing the screen quality of documents](#)) setting is used for the bitmap. For example if the Quality is set to a very low level the bitmap exported will be in outline only.

■ To create a RAS file

1. From the File menu, choose **Export**.
2. In the Export dialog box, choose **RAS** from the drop-down list.
3. Enter the filename and location and click **Save**. This will open the RAS Export dialog box.
4. Set the options in the dialog box and click **Export**. For more information on the options, click the Help button in the dialog box.

Tips

- To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the RAS Export dialog box.
- To export a small area of a document, select the objects in that area and choose **Selection** in the Area to Save section of the RAS Export dialog box.

{button ,KL('bitmaps,creating',0,`____No_Topics_Found`,`')} **Related Topics**

Creating Rollovers

[Creating Navigation Bars](#) describes the basic operation of creating a [navigation bar](#). This page gives information on the additional steps required for creating [rollover](#) buttons in that bar. You can create a standalone rollover button by creating a single button navigation bar.

Note that rollovers are slightly more complicated than a simple bar because they use JavaScript on web page. You do not need to know JavaScript but you may need to know the basics of HTML tags and attributes.

- **Creating rollover buttons:**

After creating a simple navigation bar (which just contains the [MouseOff state](#)), you can create buttons for the other rollover states.

- [Details of creating a simple navigation bar](#)

- [Details of creating rollover buttons](#)

- **Viewing the button states:**

1. Select from the drop-down list on the Button & NavBar Tool [Infobar](#).

Any unused states appear as **No states** in the name field.

- **Assigning web addresses (URLs) to rollover buttons**

To make it easier to create rollovers, you can give each set of buttons a URL. This is the web address to jump to when the user clicks the button on a web page. Adding the URL in Xara X means the exported HTML includes the correct anchor tags (which saves you having to edit them afterwards) [Details of adding web addresses to objects](#).

Notes:

- You only need to add the URL to one of the button states (for example, just to MouseOff); the same URL applies to all the other button states.

- You can add the URL to just a part of the button; in the exported HTML, the URL applies to the complete button.

- If you apply different URLs to different button states, Xara X uses the last URL applied.

- **Exporting rollovers**

This is the same as for [simple bars](#).

If you want to use these rollovers in Macromedia Dreamweaver, there is a [separate page](#) describing how to do this.

If you are not using Dreamweaver: we suggest inserting the bar into an existing web page. This automatically copies the JavaScript to the correct place on the web page.

- **Using the graphics and HTML/JavaScript on a web page**

To include a bar with rollovers on a web page requires some HTML and JavaScript on the web page. This description assumes you know how to edit the web page and have a basic knowledge of HTML. (You do not need to know JavaScript.)

1. Skip this step if you inserted the bar into an existing web page. It applies only if you created a new page or overwrote an existing page.

Copy the JavaScript into your web page. The script starts

```
<!-- Navbar def -->
```

and ends

```
<!-- Navbar def end -->
```

Copy this entire block into the HEAD section of your web page. A convenient place is just before the </head> tag. If your web page already contains some JavaScript, just insert this new script after the existing </script> tag. You can have more than one JavaScript block on the same HTML page.

2. You may need to move the bar to where you want it on the page. **Technical Note:** the bar is contained in a Table. This ensures correct formatting. Copy the entire Table to where you want the bar to appear. The Table starts

```
<table name="XaraTable"...
```

and ends

```
</table>
```

You may also need to copy the graphics files to your web server:

1. We recommend copying the graphics to the same folder as the web page. If you use a different folder to the web page, you need to edit the SRC attributes to point to the correct folder.

2. Copy the graphics to your web site. The buttons are named **Button1.gif**, **Button2.gif** etc. for the default MouseOff state and **Button1MouseOver.gif**, **Button1Selected.gif** etc. for the other states.

For complex bars there may be other graphics with names such as **r2c1.gif** plus a file called **shim.gif**. Copy all these to your web site. **Technical note:** Shim.gif is a dummy graphic used for padding.

3. Unless you [assigned a web address](#) to the button, the bar uses a dummy address to jump to when the button is clicked. You need to edit this to point to the correct page. The link address is in the HREF attribute of the Anchor tag:

```
<a href="untitled.htm" ...>
```

Movies

```
{button ,EF("XaraDemo.exe",`Rollover Creating JavaScript Rollovers',1,`) } Creating JavaScript rollovers
```

```
{button ,KL(`rollovers',0,`____ No_Topics_Found',`)} Related Topics
```

Creating TARGA files

You can create TARGA format bitmap files using a wide variety of options. Note that when exporting a bitmap, the current Xara X Quality (see [Changing the screen quality of documents](#)) setting is used for the bitmap. For example if the Quality is set to a very low level the bitmap exported will be in outline only.

■ To create a TARGA file

1. From the File menu, choose **Export**.
2. In the Export dialog box, choose **TARGA** from the drop-down list.
3. Enter the filename and location and click **Save**. This will open the TARGA Export dialog box.
4. Set the options in the dialog box and click **Export**. For more information on the options, click the Help button in the dialog box.

Tips

- To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the TARGA Export dialog box.
- To export a small area of a document, select the objects in that area and choose **Selection** in the Area to Save section of the TARGA Export dialog box.

{button ,KL('bitmaps,creating',0,`____No_Topics_Found`,`')} **Related Topics**

Creating TIFF files

You can create TIFF format bitmap files using a wide variety of options. Note that when exporting a bitmap, the current Xara X Quality (see [Changing the screen quality of documents](#)) setting is used for the bitmap. For example if the Quality is set to a very low level the bitmap exported will be in outline only.

■ To create a TIFF file

1. From the File menu, choose **Export**.
2. In the Export dialog box, choose **TIFF** from the drop-down list.
3. Enter the filename and location and click **Save**. This will open the TIFF Export dialog box.
4. Set the options in the dialog box and click **Export**. For more information on the options, click the Help button in the dialog box.

Tips

- To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the TIFF Export dialog box.
- To export a small area of a document, select the objects in that area and choose **Selection** in the Area to Save section of the TIFF Export dialog box.
- Xara X exports TIFFs in [RGB](#) format.

{button ,KL('bitmaps,creating',0,` ____No_Topics_Found`,`)} Related Topics

Creating Tint Colors

Tint colors are based on a parent color and are lighter than their parent. They have many uses and are very easy to create in Xara X.

■ To create a tint color

1. From the Utilities menu choose **Color Editor**.
2. Click **New Named Color** in the Color Editor to open the New Named Color dialog box.
3. Enter a name for the color.
4. Click **Create** to create the color
5. If not already selected, click **Show Advanced Options** button on the Color Editor. (See [Color Editor](#) for the position of this button. See [Color Editor - Advanced](#) for more details of the advanced options.)
6. Select **Tint of Another Color** from the Color Type menu. [Color Editor - Tint Colors](#) shows the Color Editor ready to edit a tint.
7. Select the parent color. The parent can be any named color including other tints.
8. Drag the slider or type in a value to set the exact tint color.

Related Topics

[Named colors](#)

[Color Editor](#)

Creating WPG files

You can create WPG (WordPerfect Group) format bitmap files using a wide variety of options. Note that when exporting a bitmap, the current Xara X Quality (see [Changing the screen quality of documents](#)) setting is used for the bitmap. For example if the Quality is set to a very low level the bitmap exported will be in outline only.

■ To create a WPG file

1. From the File menu, choose **Export**.
2. In the Export dialog box, choose **WPG** from the drop-down list.
3. Enter the filename and location and click **Save**. This will open the WPG Export dialog box.
4. Set the options in the dialog box and click **Export**. For more information on the options, click the Help button in the dialog box.

Tips

- To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the WPG Export dialog box.
- To export a small area of a document, select the objects in that area and choose **Selection** in the Area to Save section of the WPG Export dialog box.

{button ,KL('bitmaps,creating',0,`____No_Topics_Found`,`)} **Related Topics**

Creating Xara WEB files

Web format files are used in [Xara Webster](#), an earlier version of Xara X. WEB files are also ideal for archiving drawings as you can remove unwanted information such as unused colors.

■ To create a Xara WEB file

1. From the File menu, choose **Export**.
2. Select **Xara (WEB)** from the drop-down list.
3. Enter the location and name for the file and click **Save**.
4. In the Xara WEB dialog box, set the options. Click the Help button for more information on the options.

Tips

- To produce the smallest possible files, select **Remove Preview Bitmap** and **Remove Extra Editing Information**.

Creating a Navigation Bar BackBar

The [Button & NavBar Tool](#) lets you create multi-button [navigation bars](#) for web pages. You can also create a BackBar, which is a design that appears behind the buttons. Exporting the buttons also exports the BackBar.

■ To create a BackBar:

You can create the BackBar either when you create the buttons or separately. Use the method you prefer.

Creating the BackBar when you create the buttons:

(This is our recommended way of creating a BackBar.)

1. Create the BackBar object(s) in the regular way.
2. The BackBar is created from the rear-most object. If you want to use several objects in the BackBar design, you must [group](#) them - see [Grouping objects](#). If necessary, move the BackBar object or group behind the button design - see [Moving objects backwards and forwards](#).
3. Select the BackBar object or group and the button design - see [Selecting navigation bar objects](#).
4. Open the NavBar Properties dialog box by clicking **New** on the [NavBar Tool InfoBar](#). ([General information on this dialog box.](#))
5. In this dialog box select **Make BackBar from backmost object**.
6. Click **Create**. This creates the buttons and stretches the BackBar object or group to match the size of the navigation bar. The BackBar object or group moves to a special layer called BackBar and has the name **BackBarN** (where N is a number). You can see this name in the [Name Gallery](#).

Creating the BackBar separately:

You can also create the BackBar after creating the navigation bar.

1. Create the BackBar object(s) in the regular way (see Note). Using this method you do not need to group the object(s) or move them to the back.
2. Select the BackBar object(s) - see [Selecting navigation bar objects](#).
3. Open the NavBar Properties dialog box by clicking **Bar properties** on the [NavBar Tool InfoBar](#). ([General information on this dialog box.](#))
4. Click **Create BackBar**. The BackBar object(s) move to a special layer called BackBar and have the name **BackBarN** (where N is a number). You can see this name in the [Name Gallery](#).

Note:

- To get the positioning correct, it is usually easier to create your BackBar behind the navigation bar buttons. (Otherwise the BackBar is in front of the buttons and obscures them.) The buttons are in special [layers](#) called **MouseOff**, **MouseOver**, **MouseDown**, and **Selected**, which are usually behind the layer you are using. You therefore need to [create a new layer](#) and [move it](#) behind the special layers.

[Movie](#)

`{button ,EF("XaraDemo.exe",`NavBar Creating Navigation Bars',1,`) } Creating Navigation Bars`

`{button ,KL(`navigation bars',0,`_____No_Topics_Found',`)} Related Topics`

Creating a custom unit

You can create your own units and use them to create your drawings. After you have created a new unit, you can enter values almost anywhere in the program using the new units. For example, if you define decimeters (dm) as 10 centimeters, you can enter values like "0.2dm" in virtually any field in the program.

■ To create a custom unit

1. From the Utilities menu, choose **Options**.
2. Click the Units tab.
3. Click the **New Unit** button to open the Unit Properties dialog box.
4. Enter the name and abbreviation for the new unit. The abbreviation should be different from those already in use.
5. Select whether the abbreviation should be prefixed or suffixed. e.g. "dm10" or "10dm".
6. Enter values at the bottom of the dialog box to set the ratio of the unit to one of the existing units.

Tips

- If you want the Selector Tool Infobar and the Status Line to show dimension in your new units, change the Page Units. See Changing the page units.
- You can create units that are not linear measurements. For example, you can create a measurement called US\$ for preparing financial diagrams.
- Units such as Miles or Kilometers are too large to be used directly but you can scale them down. For information see Setting a scale factor. This is also useful for creating scale drawings (for example, 1:100).
- For details on changing the units used by the rulers, see the Grid and Ruler Options.

{button ,KL('units',0,` ____ No_Topics_Found`,`)} Related Topics

Creating a double page spread

You can create a [document](#) consisting of two pages side by side. This is a double page [spread](#).

- **To create a double page spread**

1. From the File Menu, choose **Page Options**.
2. Select **Double Page Spread**.

Tip

- For information about printing double page spreads, see the [Printing Overview](#).

{button ,KL('page,size',0,`____No_Topics_Found`,`)} Related Topics

Creating a glow effect

Creating a glow or halo behind an object can create dramatic graphics.

■ **To create a glow effect**

1. Select the object (see [Selecting objects](#)). (See Note.)
2. Choose the Shadow Tool.
3. Select the **Glow** button on the [Shadow Tool Infobar](#).

You can alter the shadow to suit your needs - see [Modifying shadows](#).

Note:

- You can also use the Shadow Tool to select objects - [more details](#).

Related Topics

[Modifying shadows](#)

[Applying a shadow](#)

[Removing a shadow](#)

[Shadow Tool](#)

Creating a template document

When you create a new document, it is a copy of a [template document](#). Creating a new template document is an easy way to customize your documents. For example, you can customize a template by adding objects to it, changing the color or changing the options.

■ To create a template document

1. From **New** submenu on the File menu, choose a suitable template on which to base your new template.
2. Make the changes to the document as necessary. For example by adding a logo or changing the paper size. See [Options](#) for details of some of the options you can change.
3. From the File menu, choose **Save Template**. Click **Help** on the Save Template dialog box for more details of available options.

Tips

- You can discard any changes you have made to the default document and return to the original default document supplied with Xara X (the factory default). To do this, delete the template file (the top item on the New submenu shows the name of this file.) The factory default document gets recreated the next time you run Xara X.
- Templates are regular files. You can delete unwanted templates exactly like other files. For more details of deleting files see the Windows Help available from the Start button.
- If you accidentally delete the animation template you can either recreate it from an ordinary animation document or reinstall Xara X.

Creating animated GIF files

It's easy to create [animated GIF files](#). You create the animation as a series of separate [frames](#), edit the properties of each frame in the [Frame Gallery](#) and then just export the animation.

To create an animated GIF you must open the document as Animated. Refer to [Creating new documents](#) for details of how to do this.

■ To create an animated GIF

1. Open the Frame Gallery by choosing **Frame Gallery** on the Utilities menu. For a new document the Frame Gallery shows a single frame.
2. Draw what you want to appear in this first frame.
3. In the Frame Gallery click **New** to create the next frame.
4. Set the [Background and Overlay](#) flags as required.
5. Create the objects you want to appear in this frame.
6. Repeat steps 3 through 5 until you have built up the sequence of frames.
7. Set the delay for each frame by right-clicking on each bitmap in the gallery and selecting Properties.
8. Before saving the Animated GIF you can preview either a single frame or the complete animation. Click **Preview** to open the Preview window.
9. To save out the animation, choose **Export Animated GIF** from the File menu.

Movies

{button ,EF("XaraDemo.exe",`AniGIF Animated GIFs',1,") } Creating Animated GIFs

Tips

- You can create frames in any order then use the Frame Gallery to arrange them in the correct order.
- To hide a frame (not make it part of the animation) right-click on the frame to display a pop-up menu. Deselect **Show Frame** on the menu. There's a similar option on the Frame tab of the Properties dialog box (click **Properties** on the Frame Gallery).
- Instead of creating a new frame you can also copy any of the existing frames by clicking **Copy** in the Frame Gallery. This is useful where you want a moving object in the animation. Copy the frame, move the object slightly, repeat this operation until you have built up the complete animated sequence.
- You may want part of an object at the edge of the Animated GIF. You can use **Intersect** (on the Combine Shapes submenu of the Arrange menu) to cut objects.
- To select objects in multiple frames select **All Visible** and **All Editable** in the [Frame Gallery](#).
- To make the final animation a specific size: Select **All Visible** and **All Editable**; select all objects; and then use the [Selector Tool](#) to set the size. You can then export the animated GIF.
- If an object uses a [named color](#) and you want to change that color part way through the animation, click **Make Local to Frame** on the Color Editor. This creates a new named color local to that frame. See [Color Editor - advanced operations](#) for details.
- Some programs do not support animated GIF files. For example versions of Netscape before Version 2 and Internet Explorer before version 3.

Related Topics

[Frame Gallery](#)

[Bitmap Gallery](#)

[Animated GIF files](#)

Creating bitmaps

You can create bitmaps in a wide variety of different formats. For more information on each of them, click below. If you want to create bitmaps for the Internet, see the [Internet Bitmap Overview](#).

- [Creating JPEG files](#)
- [Creating GIF files](#)
- [Creating animated GIF files](#)
- [Creating BMP files](#)
- [Creating TIFF files](#)
- [Creating DCX files](#)
- [Creating PCX files](#)
- [Creating PNG files](#)
- [Creating PICT files](#)
- [Creating RAS files](#)
- [Creating TARGA files](#)
- [Creating WPG files](#)

Tip

- If you want to create a bitmap of some objects in a document and use the bitmap in the document, see [Creating bitmaps from objects](#).

{button ,KL('bitmaps,bitmaps overview',0,`____No_Topics_Found`,`)} Related Topics

Creating bitmaps from objects

You can create a [bitmaps](#) from [objects](#) in your document. The bitmaps can be virtually any size, use any number of colors and can even use a mask (include see-through areas).

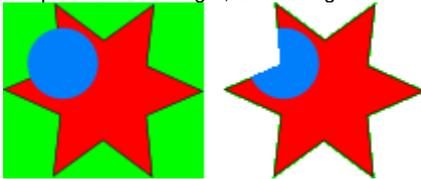
■ To create a bitmap from objects

1. Select the objects.
2. From the Arrange Menu, choose **Create Bitmap Copy**.
3. In the dialog box, set the size you want the bitmap, set the number of colors and choose the [dithering](#) and palette ([browser](#), [WebSnap](#) or [optimized](#)).
4. If you select the **Background Transparency** option in the dialog box, only the area covered by the selected objects is exported.. Other areas are transparent.

Note: advanced users can also make selected colors in the bitmap transparent by selecting the color then clicking **make color transparent**. See [Editing colors in the palette](#).

Masked (Transparent) Bitmaps

The effect of exporting the red star. On the left without background transparency - the green background and all the blue circle are exported. On the right, with background transparency - only the part of the blue circle covering the red star is exported.



Note that the actual bitmap is always rectangular even if it contains transparent areas.

Smooth Bitmap Edges

If your final bitmap has see-through areas, it will look better if the edges of the objects in the drawing are smoothed against the background color. This is easily achieved if you place a copy of the background behind the objects when you export them (do not select the background). This will create a bitmap with very smooth edges. Remember not to select the background object when you create the bitmap. You may find it useful to place the background object in a new, background layer.



In this example, in the left picture, the purple star was exported as a transparent bitmap with a black rectangle behind it. Notice how its edges look great on the black areas. In the right picture, the purple bitmap was exported with a white rectangle behind it, notice how much better it looks on the white background.

Tips

- To create a bitmap copy quickly, right-click on one of the selected objects to open the pop-up menu and choose **Create Bitmap Copy**.
- If you hold down SHIFT when you click the **Create** button in the dialog box, the bitmap will be created on top of the selected objects. Note that this may mean it looks like nothing has changed after the bitmap has been created.
- Bitmaps can look like they are of a lower quality than normal if they are not shown at a high enough magnification.

{button ,KL('bitmaps,bitmaps overview',0,`____ No_Topics_Found`,`')}} **Related Topics**

Creating column text

Column text is different from simple text as it has a fixed width. If a word doesn't fit in the width, it automatically moves onto the next line. With a simple text object, you need to press RETURN to create a new line.

■ To create a column text object

1. Place the pointer at the top left of the column.
2. Drag to the top-right of the column. Releasing the mouse button shows a horizontal red line under the first line of the column.
3. Set any attributes you want the text to have. For example, color, font, font size.
4. Type the required text. As each line fills, the cursor will move onto the next.

Tips

- The line under the first line of text is never printed, it is only shown on the screen.
- With column text you do not need to type RETURN at the end of each line as the text will automatically wrap onto the next line.
- Once you have created the column width by dragging, you can paste text from the clipboard using CTRL+V. This is an easy way to import text.
- A word is only ever split at the end of a line if you insert a hyphen into it.
- Large columns of text can be slow to edit. If you need to edit text, you can cut it to the clipboard, edit it in another program and paste it back into your drawing.

Related Topics

[Text](#)

[Text Tool](#)

Creating custom brushes

The [Freehand & Brush Tool](#) and [Line Gallery](#) contain a range of default brush effects (such as airbrushes). You can extend the range of these default brushes by adding your own.

■ To create a custom brush

1. Draw the object or objects you want to use as the brush (see [Tips](#)).
2. If necessary select your brush design - see [Selecting objects](#).
3. Select the Freehand & Brush Tool.
4. Click **Create Brush**.
5. Give the brush a name so you can identify it in the future. You can use any unique name.
6. Click **OK** to create the brush.

See [Changing the brush stroke](#) for details of using your new brush.

Alternatively you can edit an existing brush - see [Changing brush stroke properties](#).

Xara X saves only brushes used in the document. It discards unused brushes when you quit the program. To ensure a brush always gets saved, draw a line in the gray [pasteboard](#) area and apply the brush to that line. (Items in the pasteboard area are non-printing.)

You can add custom brushes to the default set of brushes - [more details](#).

Movies

{button ,EF("XaraDemo.exe",`NewBrush Creating a New Brush',1,`) } **Creating a new Brush**

Tips

- Complicated brush designs can be slow to redraw, especially on thin lines. Make the brush as simple as possible.
- Creating a brush from several objects:
 - To keep the objects in the same relative positions [group them](#) before creating the brush .
 - To create a brush where the objects appear in sequence, do not group them.
- You can use both [named colors](#) and [local colors](#) in your brush design. When editing the brush, you have the option of allowing changes to none of the colors, all the colors or only named colors.
- You can also use an existing brush as the basis for your new brush. Right-click on the brush in the Line Gallery. Select **Copy brush graphic to clipboard** then [paste the shapes](#) into your document.
- You can use brushes to "paint" with bitmaps - [more details](#).

{button ,KL(`brush strokes',0,`,`)} **Related Topics**

Creating custom fills

You can fill any object you draw with a bitmap. As you can create bitmaps of any objects in your document, you can create your own custom fills.



■ To create a custom fill

1. Draw the pattern you want to use to fill the object.
2. Create a bitmap of the objects. See [Creating bitmaps from objects](#).
3. Select the object you want to fill.
4. Open the Bitmap Gallery and double-click on the new bitmap to apply it as a bitmap fill (see [Applying bitmap fills](#)).

Tip

- You can create a variety of pattern fills using three and four color fills, see [Creating simple fill patterns](#).

Creating custom mold shapes

You can create your own [perspective mold](#) and [envelope mold](#) shapes rather than being limited to those on the [Mold Tool Infobar](#).

■ To create a custom mold shape

1. Draw the four-sided shape you want to use as a mold template using the Shape Editor Tool or the Pen Tool.
2. From the Edit menu, choose **Copy** (CTRL+C). This copies the shape to the [clipboard](#).
3. Select the objects you want to mold.
4. Choose the Mold Tool.
5. Click the **Paste Envelope** button or the **Paste Perspective** button to apply the shape on the clipboard as a mold.

Tips

- If you are creating a perspective mold, all four sides must be straight lines.
- Envelope molds have four sides which can be straight or curved.

{button ,KL('tools,mold tool',0,`____No_Topics_Found`,`)} **Related Topics**

Creating custom print marks

Xara X provides you with a wide range of [printer marks](#). However you may want to add extra marks to particular jobs. These extra marks might be fold marks or instructions to the [print shop](#). You can place such information in the bleed area around the outside of the page. Everything in the bleed area is printed by Xara X but trimmed off by the print shop after printing. Note that anything **outside** the bleed area is not printed by Xara X.

■ **To create custom printers marks**

1. From the Utilities Menu, choose **Options**.
2. Click the Page tab.
3. Select the bleed option and enter a value for the bleed size to allow more space to insert the print marks.
4. You can now draw the required printers marks on the bleed area.

Note

- If you want the new marks to appear on all separations, right-click on the object to open the pop-up menu and choose **Print on All Plates** from the Imagesetting submenu.

{button ,KL('imagesetting',0,`___No_Topics_Found`,`)} **Related Topics**

Creating custom transparencies

You can make any object transparent with the [transparency](#) being set by a [bitmap](#). As you can create bitmaps of any objects in your document, you can create your own custom transparency. The bitmap should contain white areas for one level of transparency and black for the opposite extreme. In the example here, the [bitmap transparency](#) is made from a blend producing the effect of blurred holes.



■ **To create a custom transparency**

1. Draw the black and white image you want to use as transparency. Blends are very useful for this.
2. Create a bitmap of the black and white image. See [Creating bitmaps from objects](#).
3. Select the object you want to make transparent.
4. Open the Bitmap Gallery, click on the new bitmap and click the **Transp** button (for more details, see [Applying bitmap transparency](#)).

{button ,KL('bitmap transparency',0,`____No_Topics_Found`,`)} Related Topics

Creating frames

Animated GIF files are made up of a series of individual frames (like movie film). You can create more frames to build more complex animated GIF files.

Note that you can only create frames in Animation Documents, not Drawing Documents - see Drawing and Animation Documents for more details.

■ To create a frame

1. From the Utilities menu, choose **Frame Gallery**.
2. Click the **New** button in the gallery.

Tips

- The new frame become the last frame in the animation and is shown at the top of the Frame Gallery. It is also highlighted to show it is the current frame. All objects are created in the current frame.
- You can also click the **New Frame** button on the Animation Control Bar.

{button ,KL('color gallery overview',0,`____No_Topics_Found`,`)} Related Topics

Creating guidelines

You can create [guidelines](#) using the rulers or accurately, the Layer Gallery.

- **Creating guidelines using the rulers**

either:

- drag from the ruler onto the editing window. For example to create a vertical guideline, drag from the left-hand ruler.
- or double click on the ruler to create a guideline aligned at the click point. For example, to create a vertical guideline, double-click on the top ruler.

- **Create guidelines using the Layer Gallery**

Note that the Layer Gallery is not available in [Animation Documents](#) - see [Drawing and Animation Documents](#) for more details.

1. Right-click on the [guides layer](#) in the Layer Gallery to open the layer pop-up menu.
2. Choose **Properties** to open the [Layer Properties dialog box](#).
3. Open the Guides tab.
4. Select **Horizontal** or **Vertical**.
5. Click **New**.
6. Type in the required position for the new guideline.

Tips

- After creating guidelines you can prevent them being accidentally moved. To do this, use the Layer Gallery to turn off the **Editable** setting for the guides layer. See [Hiding Layers](#).
- You can turn the rulers on and off using **Rulers** on the Window menu.

Related Topics

[Guides](#)

[Layer Gallery](#)

Creating layers

Many documents will only use one [layer](#) but you can easily create new layers if you need them. Note that you can only create layers in [Drawing Documents](#), not [Animation Documents](#) - see [Drawing and Animation Documents](#) for more details.

■ To create a layer

1. From the Utilities menu, choose **Layer Gallery**.
2. Click the **New** button in the gallery.
3. Type a name for the new layer. (See Note.)

Note

■ Layers **MouseOff**, **MouseOver**, **MouseDown**, **Selected** and **BackBar** are used by the [Button & NavBar Tool](#). We do not recommend creating layers with these names as this could affect bar creation. For more information on bar creation see [Creating Navigation Bars](#).

Tips

- The new layer is always the top layer, in front of the other layers. It is also highlighted to show it is the current layer. All objects are created in the current layer.
- The [guides layer](#) is automatically created when you create a guideline. If you want to create it manually, right-click in the Layer Gallery and choose **Create Guides Layer**.
- To quickly create a new layer, right-click on the Layer Gallery to open the pop-up menu and choose **New Layer**.

{button ,KL('layers',0,`____No_Topics_Found`,`)}} Related Topics

Creating multi-stage blends

Xara X lets you create [blends](#) using as many objects as you like.



■ To create a multi-stage blend

1. Choose the Blend Tool.
2. Create a blend from the first object to the second (see [Blending objects](#)).
3. Drag from the blend to the third object.

This creates a multi-stage blend between the three objects.

Tips

- The multi-stage blend always runs from the second object to the third. (The first object is where you started dragging from.) If the multi-stage blend is not correct, remove the blends and retry. See [Removing a blend](#).
- You are not limited to three objects in a multi-stage blend. You can continue to blend to further objects.
- You can blend two blends together. This is called a two-way blend. See [Creating two-way blends](#) for more details.

{button ,KL('blends',0,`___No_Topics_Found`,`)} Related Topics

Creating multi-stage fills

Applies to [Linear](#), [Circular](#), [Elliptical](#), [Conical](#) and [Diamond](#) fills. Multi-stage fills let you have several different colors in your fill. So, a fill could run red-green-red yellow; you have full control over the colors used and where the colors change.

■

■ To create a multi-stage fill

See [Applying fills](#) for details of creating a suitable fill.

1. Select the object (see [Selecting objects](#)).
2. Choose the Fill Tool - this displays the Fill arrow.
3. Drag-and-drop colors from the [Color Line](#) or [Color Gallery](#) onto the Fill arrow (see Notes.) This creates new color [handles](#).

Notes:

- Conical fills have a semicircular Fill arrow. Other fill types have straight Fill arrows. Always drag-and-drop colors onto the arrow.
- To change the start or end colors, see [Changing the colors in fills](#).
- You can also double-click on the Fill arrow to create a new color handle. then either select a color in the Color Line, Color Gallery or [Color Editor](#).
- Elliptical and Diamond fills have a pair of Fill arrows. You can apply colors to only one of these arrows. (The arrow that was horizontal when you created the fill - this is the "primary" arrow.)
- The Selector Tool can also display the Fill arrow. See [Enabling fill handles](#).
- You can also create multicolored fills by using [rainbow and alt-rainbow effects](#) from the [Fill Tool Infobar](#).

Movies

{button ,EF("XaraDemo.exe","GradFill Linear Circular Elliptical and Conical Fills",1,')} Using linear, circular, elliptical and conical fills

Related Topics

[Changing multi-stage fills](#)

[Fill Tool](#)

Creating named colors

Named colors appear on the Color Line and in the Color Gallery. You can easily apply them to objects by clicking or by dragging. Xara X provides a wide range of standard colors but these might not be exactly right for some drawings. In this case, you can easily create new named colors.

■ To create a named color

1. From the Utilities menu, choose **Color Gallery**.
2. In the Color Gallery select an existing color that is similar to the color you want to create.
3. Click **New**.
4. Enter a name for the color.
5. If you want the new color to be a shade (see shade color) of the color, select **Make color a shade of**.
If you want the new color to just be a copy of the color, deselect **Make color a shade of**.
6. Click **Create**. The new named color appears on the Color Line and in the Color Gallery.

The color is also displayed in the Color Editor so you can edit it as required. See Changing named colors.

Tips

- Named colors are very useful when creating drawings that use many shades of a few basic colors (the parent colors). Changing the parent color changes all shades of that parent.
- If you want to create a named color using the color of an existing object, see Creating named colors from objects.
- The Color Gallery already includes the 216 colors that match those in Microsoft Explorer and Netscape Navigator. These colors give the best results. If you create your own colors, they are displayed with dithering and so do not look as good. For this reason we suggest you do not create extra colors. See Internet bitmaps overview.
- If you want to create a PANTONE® color in your document, just drag it from either of the PANTONE® sections in the Color Gallery into the section for your document.

Movie

{button ,EF("XaraDemo.exe","EditCol Defining Your Own Colors",1,')} Creating your own colors

Related Topics

[Named colors](#)

[Color Line](#)

[Color Editor](#)

[Color Gallery](#)

Creating named colors from objects

If you have an [object](#) in your [document](#) which is filled with a color, you can create a [named color](#) using that color.

■ To create a named color from an object

1. Select the object filled with the required color (see [Selecting objects](#)).
2. From the Utilities menu, choose **Color Editor**.
3. In the Color Editor, click the **New Named Color** button to open the New Named Color dialog box.
4. Deselect **Make color a shade of**. (You do not want to create a [shade color](#).)
5. Enter a name for the new color.
6. Click **Create**. The new named color appears on the Color Line and in the Color Gallery.

The color is also displayed in the Color Editor so you can edit it as required. See [Changing named colors](#).

Tip

- If you want to change your new named color, just drag it onto the Color Editor.

Related Topics

[Named colors](#)

[Color Line](#)

[Color Editor](#)

[Color Gallery](#)

Creating new control bars

You can customize Xara X by creating new [control bars](#).

■ To create a new control bar

1. From the Window menu, choose **Control Bars**.
2. In the dialog box, click the **New** button.
3. Enter the name for the new control bar.

This creates a new, [floating](#) control bar. You can now move or copy buttons onto the new control bar and then drag it to the edge of the Xara X window to make it a [docked](#) control bar. For more details, see [Moving and resizing control bars](#) and [Moving and copying buttons](#).

■ To restore the factory settings

1. From the Window menu, choose **Control Bars**.
2. In the dialog box, click **Reset**.

This resets all the control bar settings to how they were when you installed the software. It moves buttons back to their original positions, removes buttons you have added and moves all the bars to their original positions.

[Movie](#)

`{button ,EF("XaraDemo.exe","MakeBars Creating Control Bars",1,`) } Creating new control bars`

`{button ,KL('control bars',0,`____No_Topics_Found',`) } Related Topics`

Creating new default brushes

Brushes are either:

- used only in the current document
- or (the default brushes) available to all documents.

This page describes creating new default brushes.

▪ **To create new default brushes**

1. Start a new document - [more details](#).
2. Create the new brushes. You can either create them by [drawing new objects](#) or by [modifying existing brushes](#).
3. For each brush, draw a line and apply the brush to the line. (Xara X does not save unused brushes - applying a brush to a line ensures it is used.)
4. When you have completed your brushes, [save the document](#) to the **Brushes** folder. To find this, locate the Xara X program (Xarax.exe). In the same folder as Xarax.exe is the **Templates** folder. Brushes is in the Templates folder.

Next time you load Xara X you will see your new default brushes. In the [Line Gallery](#) will be a new section with the name of the document. In the [Freehand & Brush Tool](#) your new brushes appear at the end of the brush list.

Tips

- If, in the future, you want to add more brushes, you can edit this document in the regular way.
- The Brushes folder already contains several documents, which contain the default brushes. You can also edit these documents to add or delete brushes.
- Each document in the Brushes folder appears as a separate section in the Line Gallery.

`{button ,KL('brush strokes',0,','')}` **Related Topics**

Creating new documents

This opens a blank document ready for you to start a new drawing. Xara X has two types of document:

- drawing documents which are suitable for most types of drawing,
- and animation documents which are suitable for created animated GIFs.
- **To create a drawing document:**
- From the File menu, choose **New**. (Or choose one of your custom Drawing templates.)
- **To create an animation document:**
- From the New submenu on the File menu, choose **Animation**. (Or choose one of your custom Animation templates.)
Note that this menu item shows a different file name if you have created your own default animation template.

Tip

- New documents are based on [template documents](#). The New submenu contains the default templates and any you have created.
- You can change the default templates or create your own. See [Creating a template document](#) for details.

Creating new text

You can create [text objects](#) in many different ways. Simple text objects are very basic, each line is created by pressing RETURN. Column text is fully word-wrapped to form a column, or paragraph, of text. You can also type directly onto lines and shapes to create text that bends around a curve.

What do you want to do?

- [Create simple text](#)
- [Create column text](#)
- [Type text onto a line or shape](#)

Related Topics

[Text](#)

[Text Tool](#)

Creating a rollover button state

Rollovers are multi-state buttons used in navigation bars on web pages. In Xara X, you can use the Button & NavBar Tool to create navigation bars and rollover buttons.

- **To create a rollover button state:**

The **MouseOff** button is created when you create the navigation bar. See Creating Navigation Bars for details. To create the other states:

1. Open the NavBar Edit States dialog box by clicking either **Create/Delete States** on the NavBar Tool Infobar.
2. From the list on the left, select the state you want to create.
3. The new buttons are based on the MouseOff button. **New state looks distinct** automatically chooses shades of the MouseOff button colors (see Note). Otherwise the new button is identical to the MouseOff button. In either case you can later edit the new button as required.
4. Click **Create**. This creates a new buttons in a layer of the same name (layer MouseOver for MouseOver).

Note:

- **New state looks distinct** may have no effect if the MouseOff button design is a bitmap or uses a bitmap fill. Xara X cannot automatically alter the colors in bitmaps.

[Movies](#)

```
{button ,EF("XaraDemo.exe",`Rollover Creating JavaScript Rollovers',1,`) } Creating JavaScript rollovers
```

```
{button ,KL(`rollovers',0,`____ No_Topics_Found',`) } Related Topics
```

Creating Shade Colors

Shade colors are based on a parent color and can be lighter or darker than their parent. They have many uses and are very easy to create in Xara X.

■ To create a shade color

1. From the Utilities menu choose **Color Editor**.
2. Click **New Named Color** in the Color Editor to open the New Named Color dialog box.
3. Select the **Make color a shade of** button.
4. Select the parent for the shade from the drop-down list.
5. Enter a name for the color.
6. Click **Create** to create the shade
7. You can then edit the color in the Color Editor. You can only alter the Saturation and Value - the Hue is fixed by the parent color. For more information, see [Color Editor - Shade Colors](#).

Tips

- The parent color is shown in the Color Editor as a small white X.
- It is recommended that the parent color is a bright, pure color. That is, that the X in the color editor is in the top left-hand corner. This means all shades will be selected as lighter or darker variations of the parent's pure color. This ensures that if you change the lightness or darkness of the parent, all the linked shades change by the correct relative amount.

Related Topics

[Named colors](#)

[Color Editor](#)

Creating shapes with holes

To draw a shape containing holes you draw the shape and draw the outline of the hole and 'join' the shapes together.

- **To create shapes with holes**
 1. Draw the outline of your shape. See [Drawing shapes](#).
 2. Draw a shape for the outline of the hole.
 3. Select both shapes. See [Selecting objects](#).
 4. From the Arrange Menu, choose **Join Shapes**.

Movie

{button ,EF("XaraDemo.exe","JoinBrk Joining and Breaking Lines and Shapes",1,')} **Joining and breaking shapes**

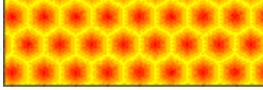
Tips

- You can also create shapes with holes using **Slice Shapes** and **Subtract Shapes**. See [Slicing shapes](#) and [Subtracting shapes](#).
- Once you have drawn a shape with holes, you can join it to more shapes to add more holes.
- To separate the shapes again, use **Break Shapes** on the Arrange menu.

Creating simple pattern fills

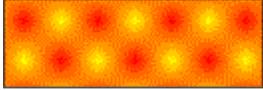
Using [three color fills](#) and [four color fills](#), you can create a variety of pattern fills. Experiment to create the effect you want!

■ To create a hexagonal fill pattern



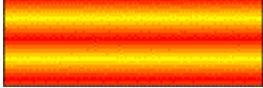
1. Apply a three color fill to an object.
2. Apply one color to two handles and a second color to the third handle.
3. SHIFT-drag the arrow end of one of the fill arrows to lock the angle between the handles to 60 degrees.
4. Set the tiling to **Repeating** on the [Fill Tool Infobar](#).

■ To create a spotted fill pattern



1. Apply a four color fill to an object.
2. Apply one color to one corner and another color to the other three corners. You can also use one color for two opposite corners and another color for the other two.
3. SHIFT-drag the arrow end of one of the fill arrows to force the angle between the arrows to 90 degrees.
4. Set the tiling to **Repeating** on the Infobar.

■ To create a striped fill pattern



1. Apply a four color fill to an object.
2. Apply one color to two adjacent corners and another color to the other two corners.
4. Set the tiling to **Repeating** on the Infobar.

Related Topics

[Three color fills](#)

[Four color fills](#)

Creating simple text

Simple text objects are the best way to do headings, labels and other small areas of text. You can set the attributes of the text before you type the text (by applying them to the text cursor) or afterwards.

■ To create a simple text object

1. Choose the Text Tool.
2. Position the pointer where you want to start the text and click - a red text cursor appears.
3. Set any attributes you want the text to have. For example, color, font, font size.
4. Type the required text, pressing RETURN to create new lines if necessary.

[Movie](#)

`{button ,EF("XaraDemo.exe","Text Entering Text",1,`) } Entering text`

Related Topics

[Text](#)

[Text Tool](#)

Creating small XAR and WEB files

The XAR and WEB file formats have been designed to be very compact. If you know some of the mechanisms used to make the formats compact, you can create complex, colorful, high quality illustrations that are a fraction, perhaps just a tenth, of the size of an equivalent GIF or JPEG. And remember that a file the tenth the size, means your viewers can access your Web pages ten times faster!

The basic rule is that the more shapes and more complexity in the illustration, the larger the file. Using bitmaps is bad news because they are saved as GIF or JPEG images in the XAR or WEB file. This removes the advantages of the compact format. (Although you can do things with these bitmaps, like make them semi-transparent, that you cannot do with plain JPEG and GIFs.) The file is made up from the vector descriptions (at 72,000 dpi) of all the points in the lines or outlines of the objects. Therefore the more objects you have, or the more complex those shapes are (the more points on the line), the larger the file becomes.

Points to keep XAR or WEB files small

- Keep the number of different shapes to a minimum.
- Keep the number of points on shapes to a minimum.
- Use fractal fills, and graduated fills and overlaid transparency fills to create complex shading. These all use practically no file space.
- Use blends. Xara X uses zero-memory blends meaning all the in-between steps in the blend require no file space! Therefore complex shading or highlights can be done very efficiently this way. Also any repeating pattern can be done with blends.
- Use duplicated, cloned or copied shapes - WEB and XAR files identify identical shapes used in the drawing and eliminate all the data for the copies. Xara X then reconstructs these shapes when displaying the image. Therefore liberal use of cut, copy, paste to create your drawing is a good thing.
- Text. Use the typical system fonts that are likely to be available on the viewer machine. This means mainly Times and Arial (Helvetica) because these two are almost guaranteed to be available on the computer viewing the image. You can transform, stretch, rotate, skew, color the text or even give it thick outlines and graduated colors etc. This takes very little file space but still gives you a huge variety of stylistic options.

If you do use bitmaps, always save the document in WEB format as this has the option to JPEG compress any bitmaps in the document. Bitmap sizes can often dramatically increase the file size of XAR and WEB files if you're not careful. When viewing images at normal size on the computer screen, it is never necessary to have bitmaps of more than 96 dpi (the resolution of the screen). Often it's quite acceptable to use bitmaps of a much lower resolution. Reducing the resolution of bitmaps in your illustrations and then saving as WEB files with JPEG compression, makes vast savings on file size. (See [Reducing the resolution of bitmaps and bitmap fills](#) for information on reducing the bitmap resolution of a bitmap using Xara X's built-in facilities.)

Other points to watch

Text other than Arial, Courier or Times (or the bold and italic versions) should be converted to outlines before saving to be sure that another font is not substituted. When exporting as WEB format, there is a switch on the Export dialog that converts all other fonts to outlines. When the viewer or plug-in can't find the equivalent font, it intelligently substitutes the closest available font using the [PANOSE](#) font matching system.

The physical size of the drawing does not matter. A major advantage of vector formats is that an illustration occupying a large full screen window takes no longer to download than the same image displayed as only a few pixels across in the corner of the window. This completely unburdens the designer from the size constraints that restrict GIF and JPEG graphics.

If you do not want to lose detail in your bitmaps, you can use XAR file and include the bitmap at any required resolution you like. By creating a XAR files containing only a JPEG, you can zoom into any region using the Xara plug-in, something that you don't normally get with plain JPEGs. And it will not take any more file space. An alternative is to export as WEB format and switch the **JPEG Compress bitmaps** option off. This will PNG compress them instead which is a distortion-free but less efficient compression mechanism.

{button ,KL('xara web format overview',0,`___No_Topics_Found`,`')} Related Topics

Creating spot colors

Spot colors are a special type of named color used in work that will be litho-printed. Spot colors always have names. Spot colors are used in work that will be color separated for commercial printing (see [Printing multiple copies](#)).

■ To create a new spot color

1. Create a new named color (see [Creating named colors](#)).
2. If necessary, click the **Show Advanced Options** button to display all the options on the Color Editor (see [Color Editor - Advanced](#)).
3. Choose **Spot Color** from the Color Type menu.

■ To convert an existing color to a spot color

1. From the Utilities menu choose **Color Editor**.
2. From the Color List menu choose the color you want to convert.
3. If necessary, click the **Show Advanced Options** button to display all the options on the Color Editor (see [Color Editor - Advanced](#)).
4. Choose **Spot Color** from the Color Type menu.

Tips

- Not all printing processes can handle spot colors. Also some printing presses have a maximum number of ink colors they can print. Always check with your print shop before using spot colors.
- There are some points you should note when using spot colors, especially for simple two and three color jobs. See [Printing: Imagesetting Points to Note](#) for more details.

{button ,KL('spot colors',0,`___ No_Topics_Found`,`)} Related Topics

Creating template sets

Template sets appear in the **Web themes** section of the [Clipart Gallery](#). This page describes how to produce template sets. You would normally do this for templates sets you want to distribute to other people but you may find it useful for sets created for your own use. Look in Web themes to see example template sets.

■ Creating a template set

1. We suggest creating a single document containing all the elements. (For example a horizontal divider, heading, button bar.) Save this in case you need to make edits in the future (for example by changing the basic colors).
2. Create a folder named after the theme on your computer.
3. Save each part of the template as a separate file in this folder. Call the files Horizontal Bar, Vertical Bar, Heading, Paragraph, Logo, Letter, Horizontal divider, Vertical divider, and so on.

It is often better to mark up with the live stretching turned off. Turn it back on to test the button. This way you know when everything is in the right place and nothing will extend while you move and edit the button in creation.

Tips

- Remove groups from text as ascenders and descenders in grouped text can cause the button to extend when you don't want it to.
- Don't use molds as these don't stretch.
- Avoid blended smart shapes - this can give unexpected results.
- Don't just pick the default bar settings. If the item is a title or paragraph heading then pick Buttons are all 'independent sizes' as this is faster than 'all the same size'.
- If a button has jagged edges or ovals then scaling may be better than extending. Try expanding it with both types - which looks best?. If you pick one of these options you can adjust it to not extend in one direction or extend one way and scale the other by using the Name Gallery **after** you have used the Bar Tool to create the button.
- Remove unused layers. They may be background layers in the wrong place or imported layers.
- Is the drawing overly complex? This slows down rendering and extending. Simplify if required, particularly if the shape isn't visible or is hidden by another shape.
- Use the Button & NavBar Tool to create extending headings and paragraph headings. Rename these named items from "Button1" to "Heading" and the like in the Name Gallery so you can use the Name Gallery to identify objects.
- Does the button has an "indicator" on it (like a blob to the left) that you don't want to extend, but you do want to move and remain in its relative location. Then make this item a group and remove all other groups from this button. When creating the button bar tick the option of **Groups to not stretch**.
- Save after each button is complete and works - this saves tears something goes wrong later.
- Are Named colors used in the document (recommended for easy editing later). Are they well named?
- Dark shadows on buttons may overlap and give dark marks down the edge. Blurring the shadow more removes this.

Creating the guides layer

The [guides layer](#) is created automatically when you create a guideline using the rulers (see [Creating guidelines](#)). If you wish to create objects in the guides layer or move existing objects to the guides layer, you must create it manually. You can only have one guides layer.

Note that you can only create layers in [Drawing Documents](#), not [Animation Documents](#) - see [Drawing and Animation Documents](#) for more details.

■ To create the guides layer

1. From the Utilities menu, choose **Layer Gallery**.
2. Right-click on the Layer Gallery to open the pop-up menu.
3. Choose **Create Guides Layer**.

Tips

- To place objects in the guides layer, click on the guides layer in the Layer Gallery (to make it the current layer) and create the objects as normal. For further details on creating guide objects, see [Moving objects to the guides layer](#).
- Guidelines and guide objects are non-printing.
- Objects on the guides layer have red, dotted outlines. You can change the outline color. For more details, see [Changing the color of guides](#).

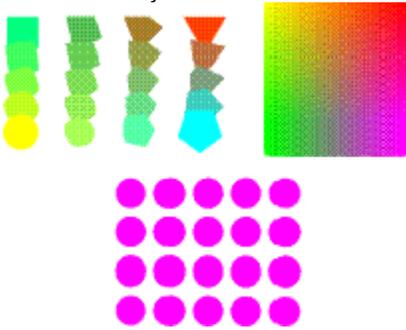
Related Topics

[Guides](#)

[Layers](#)

Creating two-way blends

Blending between two blends normally creates a multistage blend. However, by turning each of the blends into a group, you can create two-way blends as shown.



■ To create a two way blend

1. Create two normal blends between two sets of objects (see Blending objects).
2. Select one of the blends (see Selecting objects).
3. From the Arrange menu, choose **Group**. This creates a group containing a single blend.
4. Do the same with the second blend.
5. Blend between the two groups.

Tip

- You can use select inside (see Selecting objects in objects) to access either grouped blend object and change it as a blend (for example number of steps, etc.).

Movie

{button ,EF("XaraDemo.exe", "BlendFun Advanced Blending", 1, `) } Blending objects - Advanced

{button ,KL('blends', 0, `___No_Topics_Found', `)} Related Topics

Customization Overview

You are using a highly customizable program. Below are the areas you can configure to your own needs.

Control Bars, Buttons and Galleries

- [Setting the size of buttons](#)
- [Moving and copying buttons](#)
- [Removing and restoring buttons](#)
- [Spacing buttons on control bars](#)
- [Creating new control bars](#)
- [Deleting control bars](#)
- [Moving and resizing control bars](#)

Window Customization

- [Customizing the appearance of the program](#)
- [Hiding the Status Line](#)
- [Hiding the Color Line](#)
- [Hiding the scrollbars](#)
- [Moving colors on the Color Line](#)

Program and Document Options

- [Changing the default \(template\) document](#)

There are a large number of customization options in the [Options dialog box](#). Go to the Utilities menu and choose **Options**. You can press the Help button for more details.

Customizing the appearance of the program

You can customize the appearance of your desktop and the programs you use in a variety of ways. You can change the size and color of ToolTips, caption buttons (the buttons on the title bar), the active title bar, inactive title bar, menu items, gallery title bars, selected menu items, scrollbars and the Status Line. These settings apply to all the programs you use that support this feature.

■ To change a setting

1. From the Settings submenu on the Start Menu, choose **Control Panel**.
2. Double-click **Display** in the Control Panel.
3. Click the Appearance tab.
4. Choose an individual setting from the drop-down list or choose a scheme.

For more information on changing the appearance of your desktop, see your Windows user guide. If you need help using the Appearance tab, click the '?' in the title bar and click on something in the dialog box to find out what it does.

Tips

- The size of Gallery title bars is set using the Palette Title setting.
- The size of the Status Line is set using the ToolTips settings.

{button ,KL('color line,resizing',0,`____No_Topics_Found`,`')} Related Topics



Cut (Edit Menu) CTRL+X or CTRL+DELETE

Cuts the currently selected objects to the clipboard. The selected objects are removed from the document. Note that you can use get the objects back in the same place (or use CTRL-SHIFT-V to paste the objects back in the same place). Once the objects are on the clipboard they can be pasted back into the document any number of times, pasted into other documents or into other applications. Copy is the same as Cut, but copies the objects to the clipboard leaving the selection in the document

Tip

- To cut an object to the clipboard quickly, right-click on the object to open the pop-up menu and choose **Cut**.

Related Topics

[Cutting objects to the clipboard](#)

[Pasting](#)

Cutting and copying objects to the clipboard

You can use the [clipboard](#) to move objects within a Xara X document and between documents. You can also use it to move and copy objects into documents in other programs.

■ **To cut and copy objects to the clipboard**

1. Select the objects you want to put on the clipboard. (See [Selecting objects](#)).
2. From the Edit menu, choose either **Cut** (CTRL+X) or **Copy** (CTRL+C).

You can now click in another document and press CTRL+V to paste the objects. For example you could click in a Microsoft Word document and place the selected objects in it.

Tips

- You can also Cut or Copy by right-clicking on the objects and then choosing **Cut** or **Copy** from the pop-up menu.
- Cut removes the objects from the document and places them on the clipboard. Copy leaves the original objects in your document.

Related Topics

[Pasting](#)

Cycling which points are selected

If you have one or more [point handles](#) on a [line](#) or [shape](#) selected, you can 'cycle' which points are selected.

- **To cycle which points are selected**

1. Select the line or shape. (See [Selecting objects](#)).
2. Choose the Shape Editor Tool.
3. Press the Tab key to 'move' the selection along the line or shape. (SHIFT-Tab 'moves' the selection in the opposite direction.)
The Home and End keys work in a similar way with lines, but 'move' the selection to the beginning and end of the line.

Tip

- Selected point handles are shown as red squares, unselected point handles as black squares.

`{button ,KL(`tools,shape editor tool',0,`____No_Topics_Found',`)} Related Topics`

DCX Export Dialog Box

The DCX (multi-page PCX) export bitmap dialog box is opened by selecting DCX as the exported file format from the Export dialog box. With it you can set of the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. For details of how to create a DCX file, see [Creating DCX files](#).

- [Bitmap Size](#)
- [Color Depth](#)
- [Area to Save](#)
- [Palette](#)
- [Dithering](#)

De-installing fonts

The [Font Gallery](#) provides you with an easy way of de-installing (removing) [fonts](#) from your computer.

■ To De-install fonts

1. From the Utilities menu, choose **Font Gallery**.
2. Find and select the required font in the Installed Fonts section of the gallery (see [Selecting items in a gallery](#)).
3. Click the **De-install** button in the gallery.

Notes

- You can only de-install fonts from the Installed Fonts section of the Gallery.
- Some programs continue to show a de-installed font in their font list until you quit and then reload them.

{button ,KL('font gallery,overview;fonts',0,`____No_Topics_Found`,``)} **Related Topics**

Default Page Background

This command sets the page background back to white. This command is on the View pop-up menu - right-click on the page.

```
{button ,KL('background',0,` ____ No_Topics_Found`,`)} Related Topics
```

Define Buttons Dialog Box

Dummy for Simon's testing.

ATM (Adobe Type Manager) fonts are PostScript fonts. ATM is a software component available from Adobe which allows the PostScript fonts to be rendered on screen and hence allows matching of PostScript printer fonts and screen fonts. Xara X also supports TrueType fonts which are supported as standard by Windows.

Alignment is the horizontal and vertical relationship of several objects to each other. For example, objects can be aligned so that their top-most edges all line up and they are distributed evenly horizontally. For details on how to change the alignment and distribution of objects, see [Aligning and distributing objects](#).



Alpha-channel: some bitmap formats can have transparent areas in them. (For example, the background might be transparent.)

There are two types of bitmap transparency:

- simple on-off transparency. This is the only type of transparency available in GIF bitmaps and in PNG bitmaps up to 256 colors.
- "alpha-channel" or graduated transparency. This is variable between fully transparent and fully opaque. (Similar to the Xara X's transparency effects.) Alpha-channel is available for PNG true-color and TIFF bitmaps.

Xara X can import and export both simple and alpha-channel transparency.

Xara X can export **animated GIF files** which contain several separate images rather than just one. Programs which support this type of file show each image one after the other with a set time delay between each. This means you can create animations using Xara X. Most browsers (Netscape Navigator Version 2 and Microsoft Internet Explorer 3) support animated GIFs, so using Xara X it is very easy to create animations for your Internet pages. Remember, as Xara X displays images at a very high quality and has a wide range of dithering and palette options, your animations will look great! For more details, see [Creating animated GIF files](#).

Xara X has two types of document: **Drawing** and **Animated**. Animated documents are designed for creating Animated GIFs. Animated documents cannot contain layers. You cannot create Buttons and Bars using Animated documents (as these require layers).

Anti-aliasing improves the quality of on-screen images by inserting extra pixels of calculated colors around the edges of objects on screen. This has the effect of smoothing the edges and of appearing to improve the resolution of the display. Anti-aliasing only occurs when the Xara X Quality setting is at its highest level. For more details, see [Changing the screen quality of documents](#).

Smooth

Smooth

The **Application Control Menu** is displayed by clicking the application control button at the top left of the main Xara X window or pressing ALT+SPACEBAR. This menu contains application specific controls. For example Exit and Maximize.



Apply Inside allows you to apply attributes to objects that are contained inside other objects. To apply inside, hold down CTRL when you drop the attribute onto the object. For example to apply a color to an object in a group (not the whole group) CTRL-drag the color from the Color Line onto the object. For more details, see [Selecting objects in objects](#).

ArtWorks is a vector drawing software package developed by Computer Concepts Ltd in the UK. ArtWorks runs on Acorn RISC machines.

The **aspect ratio** of an object is the ratio between its width and the height. For example, if an object has an aspect ratio of 100%, its width and height are the same. If an object has an aspect ratio of 50%, it is twice as high as it is wide. See [Scaling objects](#) or [Changing the aspect ratio of text](#).



50%



100%



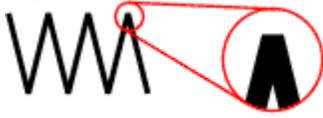
200%

Attributes are the properties of objects in your drawings. For example, color and line thickness are both attributes. For more information, see the [Attributes Overview](#).

When the **Background Redraw** option is selected (see [Turning background redraw on and off](#)), Xara X renders documents in background mode. In background mode the drawing is rendered in time slices and the results of this made visible in the window about every half second. The advantage of using background redraw is that you can continue to edit the drawing whilst it is being redrawn, but it is a little slower than normal redraw.

Bevels give objects an appearance of depth instead of being flat on the page. This is done by giving the objects a shaped edge and then applying lighting effects. For more details, see the [Bevel Tool Overview](#).

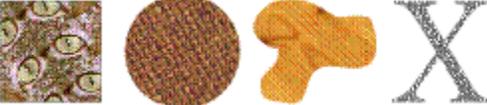
Beveled Join is one of the options available for line and shape corners, contours and bevels. For more details, see [Changing join style](#).



A **Bitmap** is a picture composed, of small 'dots' called pixels. Bitmaps are exported from programs such as Microsoft Paintbrush, CorelPaint and Photoshop or taken from scanners or a PhotoCD. Xara X can import and export all common bitmap formats. For more information, see the [Bitmaps Overview](#).

■

A **Bitmap Fill** allows you to fill shapes with a bitmap. The bitmap can be tiled (repeated) to fill objects. For more information, see the [Fills Overview](#).



The **Bitmap Tracer** produces a set of shapes that look like a bitmap. It examines a bitmap and tries to determine the shapes that best approximate the areas of color in the bitmap. The bitmap tracer has options to control the minimum size of the shapes, how many different color levels it should try to find and others. For more information, see [Tracing bitmaps](#).

Bitmap Transparency is a type of transparency where the degree of transparency of the objects it is applied to is set by a bitmap. Usually, the lighter colors in the bitmap are the more transparent (You can alter the amount of transparency by selecting one of the Transparency handles and then dragging the Transparency slider). Bitmap transparency is particularly useful for semi-transparent patterning. For more information, see the [Transparency Overview](#).

■

Bleach is a transparency type in the [Transparency Tool](#). Bleach has no clear analogy in the physical world. It is useful for highlights when the light source is not white.

The color of the object with Bleach applied:

- Gray & White - lightens the colors in underlying objects.
- Black - no effect on the colors of underlying objects.
- Other colors - lighten underlying colors towards unsaturated color. (Light-red over light-red gives a pale-red; green over red gives yellow.) If you want to use a colored object to lighten but not color-shift underlying colors, you may find **Lighten** transparency type easier to use.

Technically the process is additive in RGB color space.

Blend is a compound object made by progressively changing one object into another. A blend object consists of two or more objects, between which are a number of intermediate steps in the change from one end object to the other. You can control the number of intermediate steps. In Xara X the in-between steps are created as they are needed - they do not take up memory space in the document. For more details on using blends, see the [Blends Overview](#).

Blends can be used to create complex highlights, blurred edges on objects, repetitive patterns and many other effects. In many ways a blend behaves like a group as it can be moved and copied like a group and you can use [select-inside](#) to select the end objects and edit them while they are inside the blend.



The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Blend Tool, the Infobar looks like this:

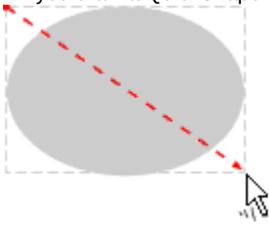


The **Blur** (Bitmap Effect) process is the the opposite of **Sharpen**. It makes the boundaries between colors in a bitmap less obvious. This is useful in reducing noise and patterning. There are three settings for Blur. They are Low, Medium and High - the value can then be set more accurately using the slider in the dialog box. For more details, see [Applying special effects to bitmaps](#).

The **Bounding Box** of an object or selected set of objects is an imaginary box enclosing the whole object.

SubGenius

If you draw a QuickShape using **bounds creation**, the box you create by dragging the mouse sets the size of the shape.



Brightness is a transparency type in the [Transparency Tool](#). Depending on the color chosen, it makes the colors of underlying objects lighter or darker.

The color of the object with Brightness applied:

- Gray (below a 50% tint of black) & White - makes the colors of underlying objects lighter. White has maximum effect
- Gray (above a 50% tint of black) & Black - makes the colors of underlying objects darker. Black has maximum effect.
- Other colors - convert the color to the equivalent shade of gray. (Yellow gives light gray, Red dark gray.) Then lighten or darken the colors of underlying objects.

Bromide is another name for the photographic paper used in imagesetting.

The **Browser Palette** is the palette used by web browsers to show images on the screen in 256 color modes. If you create bitmaps using this palette, they will not be dithered by the browser when it displays them. If you only use web browser colors (using **Browser Palette** in the Color Editor or the colors in the Web Browser section of the Color Gallery) and export a bitmap using the browser palette, all flat areas of color will be displayed in 256 color modes without being dithered.

In Xara X you are not limited to plain lines. You can also use patterns or effect such as air-brush. Xara X refers to these as "brushes". The Freehand & Brush Tool and Line Gallery include a range of predefined brushes or you can create your own from Xara X objects. A brush could a simple colored circle or a complex shape made up of several objects.

Butt Caps are a type of ending which can be applied to lines. There are three types of 'cap'. For more details, see [Changing line ends](#).



Butt Cap



Round Cap

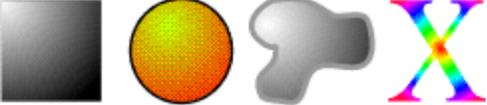


Square Cap

The **Button Palette** is a special control bar in Xara X which contains a copy of every button in the program. When a new, blank control bar is created you can ALT-drag buttons from the button palette onto the new control bar. You cannot delete the button palette nor the buttons on it.

The **CMYK** (Cyan, Magenta, Yellow and Key (black)) color model is used by commercial printers. CMY and K are the four inks used in full color printing. The Key color is used to reinforce dark colors which would appear 'muddy' if printed using only C, M and Y. If the Key is set to 100%, the color will appear black irrespective of the settings of C, M and Y. CMYK colors are stored in 32-bit format. They are printed (and output in EPS) in CMYK format unless the document uses transparency or shadows when they are converted to RGB.

A **Circular Fill** consists of color graduating in a radial fashion. For more information, see the [Fills Overview](#).



Circular Transparency graduates from one transparency to another in a radial fashion. The two [transparency handles](#) on either end of the transparency arrow represent the radius of the transparency. The outer handle can be used to change the outer transparency and alter the size of the circle, the inner one to move the circle and alter the center transparency level. For more information, see the [Transparency Overview](#).

■

The **Clipboard** is a temporary store and is used like a physical clipboard. You can cut or copy part or all of your drawing onto the clipboard. You can then transfer the clipboard contents to another part of the document or even a completely different document or application. The clipboard can only hold one item or set of items at a time. Placing something on it overwrites any existing contents. Objects remain on the clipboard until deleted or overwritten by Xara X or another application. The contents of the clipboard are lost when you shut down your computer.

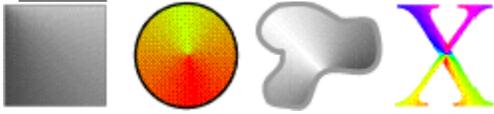
Color Models define the way in which a color is defined. In Xara X you can define colors using these models:

- RGB (Red-Green-Blue). Most often used by video cards to define colors.
- CMYK (Cyan-Magenta-Yellow-Key). Favored by commercial printers. Cyan, Magenta, Yellow and Key (Black) are the colors of the inks used.
- HSV (Hue-Saturation-Value). The "artists" method of defining colors. Hue is the pure pigment of the color, Saturation is the amount of white mixed into the color and Value is the amount of Black mixed into the color. Hue is measured in degrees representing the angle around a color wheel that sweeps from Red through Yellow, Green, Cyan, Blue, Magenta and back to Red again.
- Gray scale defines colors as Black, White or shades of Gray.

Compound Objects are objects in a document which contains other objects. The following are compound object types:

- Group Contains one or more objects of any type
- Blend Contains two or more objects of any type
- Text Object Contains one or more Text Lines
- Text Line Contains one or more characters

A **Conical Fill** fill consists of graduated color swept around a central point to form a cone. It starts at the first color, reaches the second half way around the circle and returns to the original color at the start position. For more information, see the [Fills Overview](#).



A **Conical Transparency** consists of graduated transparency swept around a central point to form a cone. It starts at the first transparency, reaches the second half way around the circle and returns to the original level at the start position. For more information, see the [Transparency Overview](#).

■

Contone is short for "continuous tone". The term Contone is most commonly used in relation to [bitmaps](#). A bitmap is a contone bitmap when all of the colors used in it are varying mixtures of two colors. For instance, a [grayscale bitmap](#) is a contone bitmap because all the colors in it are a mixture of black and white. You can change the two colors of contone bitmap fills by selecting the fill handles and changing their color in the usual ways. You can give a bitmap an old-fashioned sepia look by setting one contone color to dark brown and the other to a yellow-creamy color. For more details, see [Changing bitmap palettes](#).

Contour: a special effect created by adding evenly spaced concentric lines or rings inside or outside an object. Reshaping the object automatically reshapes the contour. You can also use contours to thicken or thin the outline of objects. For more details, see the [Contour Tool Overview](#).

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Contour Tool, the Infobar looks like this:



Contrast is a transparency type in the Transparency Tool. Usually you would use it on a separate object to modify the color of underlying objects (that is, you would use an object as a filter). Depending on the color chosen, it increases the contrast of underlying colors (make them brighter or duller).

The color of the object with Contrast applied:

- Gray (below a 50% tint of black) & White - increase contrast (compress the color range) to make the underlying colors brighter.
- Gray (above a 50% tint of black) & Black - make underlying colors duller (towards gray).
- Other colors - convert the color to the equivalent shade of gray. (Yellow gives light gray, Red dark gray.) Then increase or decrease the contrast of underlying objects.

Control Bars are placed around the edges of the Xara X windows to make commonly used operations (in the form of buttons, sliders and edit boxes) more accessible. New Control Bars can be created and the size of the buttons on different bars altered. Control Bars can be free floating or docked (fixed) to the sides, top or bottom of the Xara X window. For more details, see the [List of Default Control Bars](#).



CorelXARA is the old name for Xara X. It was developed by Xara and marketed by Corel.

You can import all CorelXARA files into Xara X.

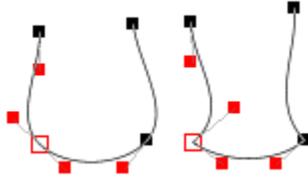
You can load Xara X files into CorelXARA 1.5 or 2.0. (CorelXARA ignores any new features in Xara X.) If you require files in CorelXARA 1.1 or 1.2 format, use the **CorelXARA (pre-1.5)** export option.

The **Current Attributes** are those attributes which get applied automatically to an object when it is created. For example, if the current line color attribute were red, the next object drawn would have a red outline. If you intend to draw many objects that are to share the same attributes, then it is useful to make these shared attributes Current Attributes. In Xara X, Text objects have their own separate set of Current Attributes. See [Setting the current attributes](#) for more details.

The **Current Fill Attribute** is the default setting for the fill attribute which is the type of fill that will be applied to newly created objects. To set the current fill attribute, apply a fill with no objects selected.

The **Current Layer** is that currently selected (highlighted) in the Layer Gallery. It is the layer into which all newly created objects are inserted. Some other packages use the term 'active layer'. See [Setting the current layer](#).

Curve Handles are handles used on curved line segments to alter the curve shape. The curve handles for selected point handles are only shown if there is one selected point handle. The two curve handles for the selected point are shown plus the nearest curve handles for adjacent points.



Custom Bitmap Effects allow you to alter the brightness of each pixel in a bitmap depending on the brightness of adjacent pixels using a method known as convolution. The matrix on the right of the Bitmap Effects dialog box controls the process. Type values into the matrix such that the sum of all the values is 1. For more information see [Applying special effects to bitmaps](#).

For example:

-2	-1	0
-1	1	1
0	1	2

Darken is a transparency type in the [Transparency Tool](#). It is useful for making underlying objects darker. Usually you would use it on a separate object to modify the color of underlying objects (that is, you would use an object as a filter). Darken is a grayscale version of Stained Glass transparency type.

The color of the object with Lighten applied:

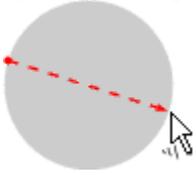
- White - no effect on the colors of underlying objects.
- Gray & Black - darkens the colors of underlying objects.
- Other colors - convert the color to the equivalent shade of gray. (Yellow gives light gray, Red dark gray.) Then darken the colors of underlying objects.

Dashing is a term used by CorelDRAW to describe patterns applied to lines and shape outlines. In Xara X these options are available using the Line Gallery. For more details, see [Adding dash patterns to lines](#).

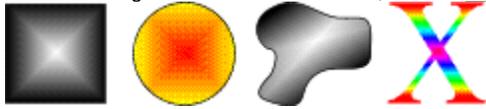
The **Default Bitmap** is always present in Xara X documents in the Bitmap Gallery. This default bitmap is the Xara logo in grayscale. You can use like any other bitmap except you cannot delete it.



If you draw a QuickShape using **diameter creation**, where you start the drag sets the position of one corner or edge and where you stop the drag sets the diameter (width) of the shape.



Diamond Fills consist of color graduating in a diamond-shaped fashion. It works in a similar way to an elliptical fill, but the pattern has four 'edges'. For more information, see the [Fills Overview](#).



Diamond Transparency is a diamond-shaped graduation of transparency radiating outwards. You can move the [transparency handles](#) to stretch and squash the diamond to form a variety of transparency shapes. For more details, see the [Transparency Overview](#).



Dilation (Bitmap Effect) widens light areas and narrows dark areas of bitmaps. Its main use is emphasizing edges after using [Edge Detection](#) or [Isolate Points](#). For more details see [Applying special effects to bitmaps](#).

Dithering is a technique where patterns are applied to areas of color in a bitmap in order to simulate a wider color range. It works very well in pictures which contain a large number of colors. If you use dithering when you create a bitmap, it will not compress as well and will probably create a larger file. Xara X offers three dithering options. For information on how to change the screen dithering, see [Changing the screen dithering](#). Error-diffused dithering is a complex mathematical technique which, although slower, produces very high quality images.

None **Ordered** **Error-Diffused**



A **Docked** control bar is one which is attached to one of the edges of the Xara X window and moves with the window. A docked control bar can be dragged away from the edge of the window so it becomes a floating control bar. See Moving and resizing control bars.

■

You can think of a **Document** as a conventional sheet of paper. Like a sheet of paper, you can draw lines and write text (and erase them later). You can save the document for later use by storing it on disk or printing it. Unlike conventional paper, the computer provides you with many extra options. You can move objects around on the document just by grabbing them and sliding them around, even over other objects. You can copy objects and reuse them, either in the same document or in a different document.

The **Document Control Menu** contains options for manipulating documents (for example, closing, minimizing and maximizing). To display the menu using the keyboard press ALT+HYPHEN.



Xara X has two types of document: **Drawing** and **Animated**. Drawing documents are suitable for most documents except Animated GIFs. Drawing documents can contain one or more layers to help you create complex drawings.

EPS & EPSF are Encapsulated PostScript - a variant of the PostScript language. EPS is commonly used as a file format to transfer data between different programs. Not all Xara X commands can be implemented in EPS format and so some information is lost when you export as EPS.

PostScript is a trademark of Adobe Systems Inc.

Edge Detection (Bitmap Effect) highlights sharp edges in bitmaps. You can detect edges with a specific orientation, for example vertical or 45 degrees. For more information see [Applying special effects to bitmaps](#).

Edit Handles are used to edit objects. They appear on the object itself and are specific to the object type. Their function is different depending on which type of object they are on. Edit handles can be used to edit the shape of lines, shapes and QuickShapes for example. Edit handles can be displayed when the Selector Tool has been chosen allowing objects of different types to be edited using one Tool.

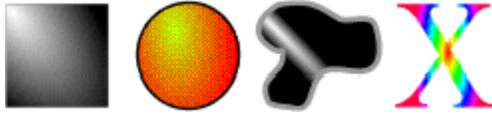


Edit handles appear on each selected object and allow editing operations specific to the object type. Edit handles appear most object types. Edit handles are very similar to the handles used by Macromedia Freehand and Microsoft Office. See [Enabling edit handles](#).

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Ellipse Tool, the Infobar looks like this:



An **Elliptical Fill** consists of color graduating in a radial fashion. It is very similar to the circular fill, but uses three fill handles to allow the fill to be stretched in two directions. For more information, see the [Fills Overview](#).



An **Elliptical Transparency** uses two transparency arrows, the transparency graduates from the center out to the edges of the ellipse defined by the arrows. It is very similar to the circular transparency, but uses the extra transparency handle to allow the transparency to be stretched in two directions. For more details, see the [Transparency Overview](#).

■

Em's are used to measure tracking and kerning. One 'em' is the width of the character 'M' in the current font and font size. Hence, it is a relative measurement - changing the font or size, changes the absolute value.

An **Envelope Mold** is a shape used to mold objects. For instance a line of text could be molded into a circle using a circular envelope. See [Applying molds](#) for more information.

Feathering is a technique of blurring the edges of objects slightly. This makes the object merge into background objects and avoids a sharp line at the object boundary. This is particularly useful when overlaying bitmaps. See [Feathering objects](#) for more information.

File Format is the way in which information is arranged in a file. Different programs arrange the information in different ways depending on their requirements. This means that files from one program cannot be read by another or, if it can be read, not all the information can be displayed correctly. There are two major groups of graphic file formats. The first is **Bitmap** (a rectangle of colored dots) and the second **Vector** (a list of drawing instructions). Xara X can import and export many types of both Bitmap and Vector file formats.

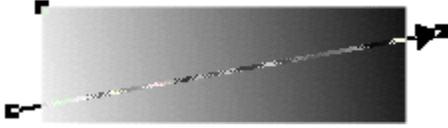
Fills flood the center of an object. Xara X offers a range of fills - flat fills, linear fills, circular fills, conical fills, elliptical fills, diamond fills, three color fills and four color fills. You can also fill objects using [tiling](#) techniques. For more information, see the [Fills Overview](#).



Fill Arrows are shown on filled objects and are used to edit the fills. The ends of the arrows can be clicked and dragged to move the fill. Some Fill Arrows have [fill handles](#) on the ends which allow colors to be applied to the fill. For most fill types you can drop colors onto the Fill arrow to create multi-stage fills.

If you don't want to see fill arrows when dragging ([interactive dragging](#)), press TAB when in the Fill Tool or Transparency Tool.

For more information on Fill arrows, see [Changing fills](#).



Fill Handles are the squares on the ends of fill arrows. To change the colors in the fill select a handle and apply a color to it. To easily swap between the start and end handles, press TAB (this swaps the selected status of all handles). Note that this only works in the Fill Tool. Fills can be edited using the Selector Tool if fill handles and fill arrows have been enabled in the Selector. See [Enabling fill handles and fill arrows](#). You can change the way redraws are performed during the drag, see [Enabling interactive fill and transparency dragging](#).



The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Fill Tool, the Infobar looks something like this:



Film is a photographic material used for imagesetting. One side of the film is coated with photographic emulsion which is exposed during processing. Depending on the requirements of your print shop, the image can be normal or reflected, positive or negative.

A **Flat Fill** is a solid fill of a single color. This type of coloring is applied using the Color Line or the Color Gallery. For more elaborate fills, use the Fill Tool. See the [Colors Overview](#).

Flat Transparency is a fixed level of transparency applied uniformly over a whole object. For more details, see the [Transparency Overview](#).

■

Flipping an object is as if it was reflected in a mirror. This process is sometimes called 'mirroring' or 'reflecting'. See [Flipping objects](#) for more information.

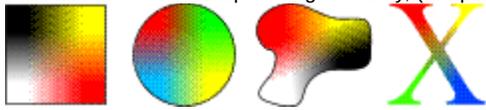
A control bar is a **Floating Control Bar** when it has been dragged and dropped away from the edges of the Xara X window. A floating control bar has a thick edges so it can be resized, a title bar and a close button. A floating control bar moves independently of the Xara X window. For more details, see [Moving and resizing control bars](#).

■

A **Folder** is a directory on a disk containing files. You can add folders of files to some of the galleries. When you add a folder of files to a gallery the program creates an index for the files and creates a small 'thumbnail' image of each of the files in the folder. When you open the Gallery, you will see small versions of all the files in the folder you added.

A **Font** is a collection of characters which are all designed in a particular style. Also known as a "typeface". Many different types of fonts are available and often the difference between them is very slight. A font often has several variants, the commonest being **Bold** and *Italic*

Four Color Fills are similar to three color fills and give the effect of four colored spotlights lighting the object. The fill is controlled using four fill handles in a parallelogram. You can apply different colors to all four handles. The object can contain just one copy of the fill with the colors spreading to infinity, (Simple) or multiple copies (Repeating). See the [Fills Overview](#) for more details.



Four Point Transparency consists of four points, arranged as a parallelogram, each with its own transparency level. The transparency of the object is defined by the graduations between these transparency handles. In the example, the top-left and bottom right points (shown as black spots) are not transparent and the top-right and bottom-left points are 100% transparent. Four point transparency is enormously flexible and ideal for drawing highlights and complex looking transparency effects. See the [Transparency Overview](#) for more details.

■

A **Fractal Cloud Fill** produces a patchy random fill which is especially useful for clouds or mist. For more information, see the [Fills Overview](#).

Fractal Cloud Transparency produces a patchy, random transparency similar to clouds or mist. The three transparency handles give control of the block of fractal texture used to control the transparency of the object. One handle moves the entire fractal and the other two scale, skew and rotate it. The start handles control the start transparency for the fractal, the end handle controls the end transparency. For more details, see the [Transparency Overview](#).

■

Fractal Plasma Fill produces a patchy random fill which has more contrast than a fractal cloud fill. For more information, see the [Fills Overview](#).

A **Fractal Plasma Transparency** produces a patchy, random transparency which has more contrast than a Fractal Cloud transparency. The three transparency handles give control of the block of fractal texture used to control the transparency of the object. One handle moves the entire fractal and the other two scale, skew and rotate it. The start handles control the start transparency for the fractal, the end handle controls the end transparency. For more details, see the [Transparency Overview](#).

■

Frames are used to make up an animated GIF file. You create each frame using objects, change the properties of each frame in the Frame Gallery and then preview or export the animated GIF file. For more details, see the [Frame Gallery Overview](#).

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Freehand & Brush Tool, the Infobar looks like this:



Full Screen Mode gives the maximum possible screen area for the editing window. No Title Bar, Menu Bar, Scrollbars or Status Line are displayed. Move the pointer to the top of the screen to display the Menu Bar. The alternative to Full screen mode is Normal Mode. For more details, see [Switching to full screen mode](#).

Compuserve GIF files are bitmap files compressed using lossless compression. GIF files can contain up to 256 colors. They are widely used for pictures on Internet pages. Xara X supports both interlacing and transparency (import and export) in GIF files. For more information, see [Creating GIF files](#). You can also create [animated GIF files](#) with Xara X.

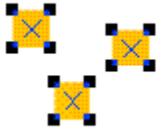
Galleries provide you with an easy way to select items from external libraries or where there is a wide range of possibilities. There are several galleries; for more information, see [Galleries Overview](#).

With the **grayscale** color model you can edit colors so they range anywhere along the scale of grays from white to black. Note that grayscale colors are always gray; you cannot create non-gray colors using the grayscale color model.

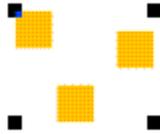
A **grayscale bitmap** is a bitmap with a palette consisting entirely of grays. Grayscale images are often called "black and white" images. For more details on creating grayscale bitmaps, see [Changing bitmap palettes](#).

A **Grid** is a set of regularly spaced points to which objects and points can be snapped. By setting an appropriate grid spacing and turning grid snapping on, it is very easy to create drawings of very precise dimensions. The grid can be shown or hidden whether or not grid snapping is turned on. At small zoom levels, grid points may become very close to each other. If they were all displayed, the screen would be covered by points and it would be difficult to see the drawing. To prevent this, Xara X leaves out some points if necessary. You can still snap to these invisible points. For more information, see [Displaying the grid](#).

Group objects are compound objects which contain other objects (even groups). The group object is a single object and can be treated like any other, for example applying attributes to it, rotating it, etc. Note that if you want to change one object in the group you do not have to ungroup it, you can use select inside to select it from within the group. For more details, see Grouping objects.



3 QuickShapes



1 Group containing 3 QuickShapes

Group Transparency lets you apply transparency to a group of objects without affecting any transparency already applied to individual objects. This means objects can have two different transparency effects and lets you build up complex transparency effects.

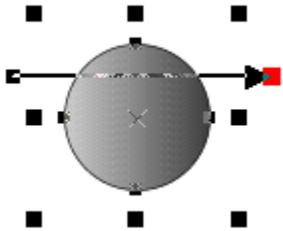
Guide Objects are objects placed or created in the guides layer. They can be any type of object including text and QuickShapes. Use guide objects to align or position objects on other layers. To make this easier you can make guide objects magnetic. Guide objects are non-printing and are always displayed as dotted outlines. For more information, see [Guidelines and Guide Objects Overview](#).

Guidelines are horizontal and vertical dotted lines displayed across the entire width or height of the window. You can use them to align or position objects. To make this easier you can make guidelines magnetic. Guidelines are non-printing and live in the guides layer. For more information, see [Guidelines and Guide Objects Overview](#).

The **Guides Layer** is a special layer containing guide objects and guidelines which are used to align and position objects accurately. All objects on the guides layer are shown as dotted outlines and can be made magnetic to aid positioning. If a blend object is placed on the guides layer the intermediate objects are ignored. The guide layer is created automatically when you create a guideline and can be created manually using the Layer Gallery. The guides layer would normally be used to hold objects providing a framework to which objects in other layers are aligned. For more details, see [Guidelines and Guide Objects Overview](#).

Many people find **HSV** the easiest color model to use. The HSV color model uses Hue, Saturation and Value components to define colors. Hue is the pure pigment (defined as an angle round the color circle) of the color. Saturation is the amount of white added to the color. The smaller the Saturation value, the greater the amount of added white. Value is the amount of black added to the color which can be viewed as the brightness of the color. So the Saturation and Value produce all the shades of the basic Hue value.

A **Handle** are small squares used to edit objects. For example Fill Handles are used to edit fills and Selection Handles to manipulate the currently selected objects. Handles are usually dragged but can often be selected and changed.



The **Hue** color component is used in the HSV (Hue, Saturation, Value) color model, which is an intuitive color model most often used by artists.

Hue represents an angle in degrees around an imaginary color wheel, where the colors appear in a "rainbow" fashion: Red (0°), Yellow (60°), Green (120°), Cyan (180°), Blue (240°), Magenta (300°) and back to Red (360°).

Black, white, and gray lie at the center of the color wheel.

Hue is a transparency type in the Transparency Tool. It is useful for color-shifting underlying objects. Its action is most easily understood using the HSV color model.

The color of the object with Hue applied:

- Gray, White, & Black - has no effect. These colors lie at the center of the color wheel and so have no hue.
- If the underlying color is gray, white, or black - Hue transparency type has no effect.
- Other colors - replace the Hue of the underlying color with the Hue of this object. Use the Saturation and Value of the underlying color.

Image maps are used in HTML pages to create several clickable areas over images. Clicking on one of these areas takes you to another location on the Internet. For example, if you had a picture of the Earth, you could use an image map with a clickable area over each different continent. Clicking on the clickable area for a continent could take you to a page of information about that continent. The clickable areas can be rectangles, circles or multi sided irregular polygons. Xara X supports client-side image maps (it doesn't support server-side image maps). For more details on image maps, see the [Image Maps Overview](#).

Imagesetting is the process whereby your document is converted from electronic format to high-quality output on photographic paper or film. The output then goes to a print shop for them to print hundreds or thousands of copies of your document. Imagesetting is generally done by a service bureau. For more information, see the [Imagesetting Overview](#).

The **Infobar** is a context sensitive control bar which displays control relevant to the tool you are using. For more details, see the [Infobar Overview](#).

Inter-line Spacing is a term used by CorelDRAW to refer to what Xara X calls Line Spacing. See [Changing the spacing between lines of text](#).

Interactive dragging: this applies when creating fills and transparency by dragging. With interactive dragging, you see the fill or transparency update as you drag. With normal dragging, you drag the fill or transparency arrow. The fill or transparency updates when you stop dragging.

To swap between the two modes press TAB whilst dragging.

Interlacing is an option when you create GIF and PNG bitmap files. When an interlaced file is loaded into an application which supports interlacing, the picture first appears as a low resolution image. As more of the file is loaded, the resolution increases. This technique is used commonly on the Internet to improve the appearance of bitmaps as they are downloaded. It will almost look like the picture is coming into focus. If you do not use interlacing, the picture will only be displayed when the whole image has been downloaded.



Isolate Points (Bitmap Effect) highlights color changes in bitmaps that apply to a single pixel. It can be used to create some interesting effects. For more details, see [Applying special effects to bitmaps](#).

The **JPEG** format allows bitmaps to be stored in compressed form. Unlike most other compression techniques, the amount of compression is user selectable. JPEG works by discarding redundant information (it is 'lossy') although generally there is no noticeable reduction of image quality. Xara X can import and export JPEG bitmaps. For more information, see [Creating JPEG files](#).

Kerning allows you to alter the space between two characters in a line of text. Kerning is useful when two characters look unbalanced or too far apart. Small kerning changes between the two characters can improve their appearance. This is often necessary in very large headline or banner text where the "balance" of the characters is highly visible. Kerning is measured in em's (the width of an "M" in the current font and font size). For more details, see [Kerning text](#).

The **Key** component is used in the CMYK (Cyan, Magenta, Yellow, Key) color model, which is commonly used by printers. By mixing various quantities of these four inks, a large range of colors can be generated. Key is black ink.

All the Xara X clipart has **Keywords** associated with it. Keywords are associated words which help you to find documents more easily. As an example a document containing a picture of a puppy might contain the keywords "animal" and "dog". For information on adding keywords to your own files, see [Adding titles, descriptions and keywords to documents](#).

Laplacian (Bitmap Effect) highlights sharp color changes in bitmaps. For more details, see [Applying special effects to bitmaps](#).

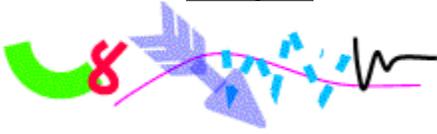
Xara X drawings can be drawn in **Layers** with different objects in each and with the layers laid on top of each other. For more details, see the [Layers Overview](#).

Lighten is a transparency type in the [Transparency Tool](#). It is useful for making underlying objects lighter. Usually you would use it on a separate object to modify the color of underlying objects (that is, you would use an object as a filter). Lighten is a grayscale version of Bleach transparency type.

The color of the object with Lighten applied:

- Gray & White - lightens the colors of underlying objects.
- Black - no effect on the colors of underlying objects.
- Other colors - convert the color to the equivalent shade of gray. (Yellow gives light gray, Red dark gray.) Then lighten the colors of underlying objects.

A **Line** can be straight, curved or contain a mixture of both straight and curved segments. A line must have a start and an end so it cannot be filled. (Although you can convert a line into a shape which can be filled.) You can apply a thickness, color, transparency and brush pattern to a line as well as line ends and patterns. When the two ends of a line are joined the line can be filled and is referred to as a shape. If a line has a fill applied to it, the fill will only be visible when the ends of the line have been joined. For more details, see Drawing lines.



A **Linear Fill** is a smooth, linear graduation of color. For more information, see the [Fills Overview](#).



A **Linear Transparency** is a smooth, linear graduation between two transparencies. You can alter the direction of the transparency and the level of the transparency at either end. For more details, see the [Transparency Overview](#).



Linked Colors are a type of [named color](#) and inherit components from another color (called the parent color). You define which components you want the linked color to take from the parent named color.

For example you could create a linked RGB color that shared the Red and Green components of the parent named color, but not the Blue. Any changes to the components of the parent named color would be reflected in the linked color. If you wish to create a set of shades of the same color which are all linked so their hue can be changed simultaneously, use [shade colors](#). For more details, see [Creating named colors](#).

Xara X has two types of color. They are **Local Colors** and Named Colors. Local colors are used in only one place in a document. This is useful if you want to change the color of an object without affecting other objects. Local colors are especially useful in simple documents that use relatively few colors. Local colors do not appear on the Color Line or the Color gallery.

Luminosity is a transparency type in the [Transparency Tool](#). This uses the grayscale equivalent of the color to control the luminosity (or [Value](#)) of underlying objects. Note that Luminosity has no effect on gray, white or black underlying objects.

The color of the object with Luminosity applied:

- Gray & White - increase the luminosity of underlying objects. White has the greatest effect, producing saturated color.
- Black - remains as a black object.
- Other colors - convert the color to the equivalent shade of gray. (Yellow gives light gray, Red dark gray.) Then increase the luminosity of underlying objects.

Mirroring is a term used by CorelDRAW to describe what Xara X refers to as flipping. See [Flipping objects](#).

Miter Join is one of the options available for line corners, contours and bevels. For more details, see [Changing join style](#).



Mix is a transparency type in the Transparency Tool. The color of the object mixes with the color of underlying objects. The effect is similar to spraying a thin coat of color (or paint) over underlying objects. To create an opaque object use **Mix** with 0% transparency.

Applying a **Mold** to an object allows it to be warped. Xara X supports two types of mold. Envelope molds have four curved sides and perspective molds have four straight sides. Perspective molds can also be controlled using two vanishing points. For more information, see [Applying molds](#).

Mold Handles are used to control molds. They are very similar to point handles. For more information, see [Reshaping an envelope mold](#) and [Reshaping a perspective mold](#).

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Mold Tool, the Infobar looks like this:



Xara X has two types of color: Local Colors and **Named Colors**. Named colors are custom colors which you can use over and over again on many objects. The Color Gallery lets you control named colors in documents and the Color Line is a list of all the currently defined named colors. Any alterations made to named colors are reflected in all objects using the named color. Named colors can be copied between documents. You can create several types of named color: Linked Colors, Shade Colors, Normal Colors, Spot Colors and Tint Colors. You can easily connect your colors so changing one affects others. For more details, see Creating named colors.

Xara X lets you assign names to objects. You can then use those names to select all the objects with that name, to slice other objects on export, or stretch/shrink other named objects. Or you can just use the names as comments about the objects. Use the Name Gallery or the Selector Tool to give names to objects. Use the Name gallery for the other functions.

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Button & NavBar Tool, the Infobar looks like this:



Navigation Bars are sets of buttons arranged horizontally or vertically. Usually they appear at the top or side of web pages to aid navigation. Using Xara X's [Button & NavBar Tool](#) makes creating a navigation bar a simple operation. For more information see [Creating Navigation bars](#).

Normal Colors are a type of named color. Normal named colors are stand-alone and their color is defined independently of any other color. The other color types (Shade Colors, Tint Colors and Linked Colors) are linked to another color in some way.

Xara X has two screen modes - **Normal Mode** and Full Screen Mode. In Normal mode all the usual screen furniture is displayed such as a Menu Bar and Scrollbars. For more details, see [Switching to full screen mode](#).

Objects in Xara X are the building blocks used to create drawings. Object is a general term used to describe the contents of the document. Objects can be contained within other objects. For example, groups, molds and blends all contain other objects. Text is also a type of object as each text object contains a line of text which itself contains a set of characters.

Object snapping makes one point or object snap towards another when one of them is moved. Object snapping only takes place when it is enabled by **Snap to Objects** on the Window menu or by the Magnet button on the Standard Control bar. See [Object Snapping Overview](#) for more details. You can specify separate snapping distances for point and lines. This makes it possible to snap two points together precisely.

The small magnet icon on the status line lights up and a magnet appears on the mouse pointer when the point or object being dragged has been snapped magnetically to a stationary object.

Guides can also be made magnetic using **Snap to Guides** on the Window menu.

A bitmap with an **optimized palette** is one where the colors in the bitmap have been chosen carefully to make the bitmap look as good as possible. Optimized palette bitmaps with 256 colors will usually look as good as the 24 bit equivalent (one with millions of colors) when you display them in a screen mode with millions of colors. If you display an optimized palette 256 color bitmap in a 256 color screen mode it will look as good as one with a browser palette, but will look far better in screen modes with more colors.

Outlining is a term used by CorelDRAW and refers to changing the outline color of an object. Xara X refers to 'changing the line color' of an object. See [Coloring objects](#).

Overprinting is a method of getting around problems caused by the inevitable inaccuracies of registration in printing. For more information, see the [Overprinting Overview](#).

The **Page** is the area onto which drawings are placed. It is usually white, though you can change its color or cover it with a bitmap.

Panning is a term used by CorelDRAW to describe moving the page. See [Moving the page](#).

PANOSE® is a font matching system for TrueType fonts. The PANOSE system classifies fonts according to ten characteristics. Each characteristic is rated on a scale, and the resulting values are used to produce a number. When a font cannot be found, it is replaced by the one on your machine with the closest PANOSE number to the original.

The **Pasteboard** is the area around the page. The pasteboard can be used just like the page area, but objects on it are never printed.

An object in Xara X can be placed inside a **Perspective Mold**. This perspectivizes the selection and ensures it is contained by the mold. The perspective can be edited using the four corners of the mold or by moving a vanishing point. For more details, see [Applying molds](#).

PhotoCD is a Kodak proprietary process for storing photographs and transparencies in digital form on a CD. The CD can contain up to six copies of each image at different resolutions. For details on loading PhotoCD files, see [Importing PhotoCD files](#).

Point Handles are the handles visible on the points of lines and shapes when the Shape Editor Tool or the Selector Tool (with Edit Handles enabled) is being used. Each point (point handle) on the line can be moved and if the line segments are curved, two curve handles are also shown which you can drag to alter the curvature of the line.

■

PostScript is a file format commonly used for outputting to printers and typesetters. It has the advantage of being standardized and so any PostScript file should be readable by any PostScript device. There are two variants: level 1 and level 2. Level 2 includes additional commands for color handling and speed improvements. PostScript is a trademark of Adobe Systems Inc.

Print Marks are marks and text placed around the edges of imageset output to give information to the print shop. For example, Crop Marks tell the print shop where to trim the paper to size after printing. Registration Targets let them accurately align color separated output during printing. Your print shop can tell which marks are needed for your job. The Imagesetting tab of the Options dialog box controls Printers Marks. For information on creating your own custom printer marks, see [Creating custom print marks](#).

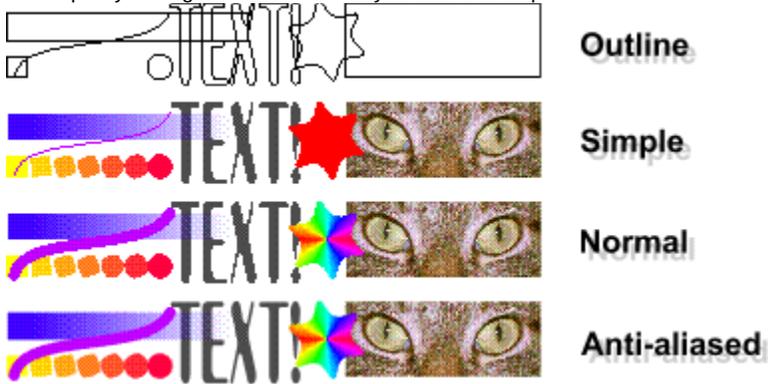
The **Print Shop** is where your job will actually be printed. With some printing processes, they can work directly from a computer disk of your work. However, if they use conventional litho presses they need a printed copy (an 'original') of your work to produce printing plates, one plate for each ink color you have used. For simple work, a copy produced on a desktop printer may be suitable. More complicated or higher quality work requires the job to pass through a service bureau.

Process Colors are the colors used in four color printing: Cyan, Magenta, Yellow and Black (CMYK).

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Push Tool, the Infobar looks like this:



Document view **Quality** is the way in which documents are drawn on the screen. The Quality can range from the drawing being rendered in simple outline, to being edited in full color, anti-aliased mode. This is useful for altering the speed at which a document is redrawn as a lower quality setting will result in faster redraw times, but a higher setting will give far better results. Sometimes it is useful to set the Quality to its lowest level for selecting some objects which would be obscured by other objects on higher settings. The quality setting is also used when you create bitmaps.



QuickShapes are 'intelligent' shapes created using the QuickShape, Rectangle and Ellipse Tools. All QuickShapes can be edited in a very flexible manner. For instance, a circular QuickShape can be converted to a polygon QuickShape with one click using the QuickShape Tool. If you wish to change a QuickShape so it can be edited as a shape built from straight and curved lines, you must use [Convert to Editable Shapes](#).

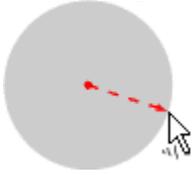


The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the QuickShape Tool, the Infobar looks like this:



RGB (Red, Green, Blue) is the natural model of computers. Colors would usually be defined using this model if they are to remain 'on-screen' - for example if the Xara X were being used to create bitmaps for use on the Internet.

If you draw a QuickShape using **radius creation**, where you start dragging the mouse sets the center of the shape and where you stop dragging sets the radius (size) of the shape.



The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Rectangle Tool, the Infobar looks like this:



Redo allows you to redo an editing operation that has been Undone.

Redraw is the process of Xara X building up the on-screen image from the information stored about the drawing.

Some drawing packages have a special color called **Registration Black** which prints on all separations. See the [Color Separating Overview](#). In Xara X you can specify individual objects that you want to print on all separations. Right-click on the object to open the pop-up menu. Then choose **Print on all plates** from the imagesetting submenu. Use Print on all plates with care. If you use it over large areas, you can flood the printing press with excess ink.

Rendering is the process used by Xara X to draw the document on the screen.

Resolution (of bitmaps): some file formats such as JPEG and PNG let you set a resolution (dots per inch or dpi) independently of the physical size of the bitmap. The main use of this is for printed output. A PC monitor has a resolution of 96dpi, which means there are 96 dots (or pixels) to one linear inch. This is adequate for on-screen work. However 96dpi is too coarse for printing, which requires 150dpi or higher.

Notes:

- Some programs, especially web browsers, ignore resolution information and assume the bitmap is 96dpi. The result is that a 150dpi bitmap is displayed at 156% (150/96). This is beyond the control of Xara X.
- Some file formats (especially GIF) are always 96dpi.
- dpi/pixels per inch is different to Xara X's 'pix' measurement unit which is 1/96th of an inch.

The **Animated GIF Restore** setting sets what happens between each frame in an animated GIF:

- **Nothing** means no action is taken. Many browsers take this as meaning the same as the **Leave As Is** option.
- **Leave As Is** displays the frames one on top of another - this leaves many frames visible in a stack if some are transparent. Some browsers clear the animation before it loops again, some do not.
- **Background** restores the area covered by the graphic to the background color of the GIF (usually white).
- **Restore Previous** restores the area covered by the frame to what it was before the frame was displayed. This is interpreted by some browsers to mean that the frame should be cleared to the background before each frame is displayed and by others to mean that the frame should be shown on top of the previous frame.

As browsers interpret these values in different ways, you may need to experiment to achieve the desired result.

Robert's Cross (Bitmap Effect) lightens edges found in bitmaps. For more details, see [Applying special effects to bitmaps](#).

Rollovers are a special type of button used on web pages. They change appearance (state) if you select them, click them, or if the mouse is over them (if the browser is JavaScript-enabled). This is controlled by a section of JavaScript on the web page. Xara X creates this JavaScript when you Export the rollover buttons.

Rollovers have four possible states:

- MouseOver - highlights the button when the mouse is over it.
- MouseDown - applies when you click the button. Some early JavaScript-enabled browsers such as Internet Explorer 3 ignore this state..
- Selected (pressed in) - shows that the button is selected.
- MouseOff (pressed out) - when none of the previous states apply.

You can create rollover buttons with any combination of the four states. (Xara X always creates the MouseOff button.)

For more information see [Creating Rollovers](#).

Selection handles operate in two modes - Scale mode and **Rotate/Skew Mode**. The former allows the selection to be scaled, the latter allows it to be rotated and skewed.

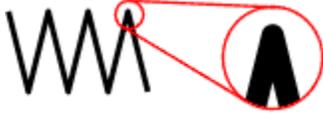


**Selection handles
in Skew/Rotate mode**

Round Caps are a type of ending which can be applied to lines. There are three types of 'cap'. For more details, see [Changing line ends](#).

- Butt Cap Round Cap Square Cap

Round Join is one of the options available for line corners, contours and bevels. For more details, see [Changing join style](#).



Rulers are shown at the left-hand side and top of the document window. They let you know which part of the page you are viewing, display the current mouse X,Y position and allow the simple creation of guidelines. For more information, see Using rulers.



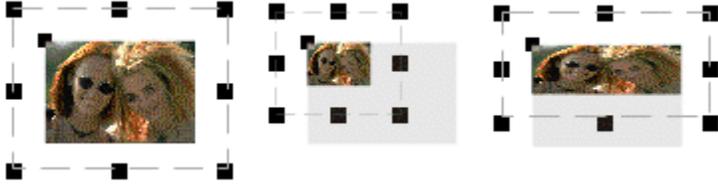
The **Saturation** color component is used in the HSV (Hue, Saturation, Value) color model, which is an intuitive color model most often used by artists. Saturation represents a mixture between the chosen Hue (color) and white. A fully (100%) saturated red would be red, while a 50% saturated red would be pink. Any hue appears as pure white at 0% saturation.

Saturation is a transparency type in the [Transparency Tool](#). Usually you would use it on a separate object to modify the color of underlying objects (that is, you would use an object as a filter). Depending on the color chosen, it makes the colors of underlying objects brighter or duller.

The color of the object with Saturation applied:

- Gray (below a 50% tint of black) & White - increases saturation in the colors of underlying objects towards pure color.
- Gray (above a 50% tint of black) & Black - reduces saturation (colorization) towards black.
- Other colors - convert the color to the equivalent shade of gray. (Yellow gives light gray, Red dark gray.) Then increase or decrease the color saturation of underlying objects.

Scaling resizes or stretches something. You can scale any object using the Selector Tool. You can also scale some objects using the Tool they were created with (for example Ellipse Tool) and you can scale fills and transparencies using the Fill Tool or the Transparency Tool. For more details, see [Scaling objects](#).



Selection Handles operate in two modes - **Scale Mode** and Rotate/Skew mode. The former allows the selection to be scaled - the latter allows it to be rotated and skewed.



Selection handles
in Scale mode

This applies to imageset and printed output. It has no connection with the computer's monitor screen. **Screen frequency** is often called just 'screen'. Printers and printing machines reproduce tints of a basic ink color as small dots arranged in rows. Screen frequency is the spacing of these rows and is usually measured in lines per inch (lpi). A desktop laser printer often has a coarse screen of about 60 lpi and the individual dots are noticeable. Imageset output is normally 100 to 150 lpi and you need a magnifying glass to see the dots. For imageset output, your print shop can tell you the screen frequency to use.

Scrollbar

Horizontal and vertical scrollbars let you use the mouse to move the document within the window. Scrollbars are located at the right and bottom edges of the document window. For details on hiding the scrollbars, see [Hiding the scrollbars](#). Scrollbars contain markers, called scroll boxes, that indicate the vertical and horizontal location of the section of document currently in view. For more information on using scrollbars, see [Using scrollbars](#).



Select Inside can be used to select an object inside a compound object. This can be done in the Selector tool by CTRL-clicking or by ALT-CTRL-clicking on the object. Objects are said to be "inside" a group when they are members of the group. Normally, clicking on the object would select the group but a CTRL-click selects the object that you clicked on inside the group. Select inside works with any compound object. When any selected object is inside another one, the status line shows for example: "2 shapes selected ("inside")". Select-inside is just like select member, except it goes straight to the innermost object. It is a quick way to select the object you actually click on, irrespective of whether it is part of a group, blend, or mold. Some operations are unavailable when any selected object is inside another one. For more details on this, see Selecting objects in objects.

Select Member

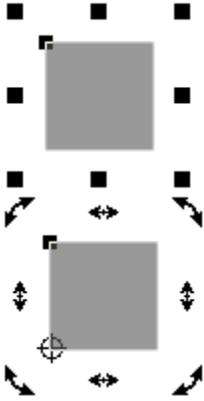
To select an object which is a member of a group. (This is a special form of Select inside.) This can be done in the Selector Tool by ALT-CTRL-clicking on the object. Objects are said to be "inside" when they are members of a group. Normally, clicking on the object selects the group but ALT-CTRL-click selects the object inside the group containing the clicked object. That object may itself be a group and then further ALT-CTRL-clicks can be used to select members of that group, etc. When the last selected object was not a group, it cannot have any members and so the next ALT-CTRL-click will select the outermost group again. Select member also works inside blends, molds and text. When any selected object is inside another one the status line shows, for example "2 shapes selected ("inside") " Some operations are unavailable when any selected object is inside another one. For more details, see [Selecting objects in objects](#).

Select Under allows you to select an object which is underneath another object. This can be done in the Selector Tool by ALT-clicking on the top object. Select under is most useful when one object is completely covered by another one. Clicking on the top object selects the top object - ALT-clicking on the top object selects the object underneath.

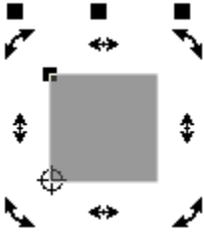
If there are several objects covering each other, repeatedly using ALT-click selects the next object underneath the one that was last selected. When the last selected object is the one at the back, the next ALT-click will start at the top again and select the top object. For more details, see [Selecting objects under objects](#).

The **Selection** is all the currently selected objects. The selection is most often manipulated using the [Selector Tool](#). For details on how to select objects, see [Selecting objects](#).

Selection Handles are displayed when the Selector Tool is the current tool and selection handles have been enabled (See [Enabling Selection Handles](#)). They are displayed around the boundary of the selection and allow the selection as a whole to be scaled, rotated, skewed and stretched. They operate in two modes: Scale mode and Skew/Rotate mode.

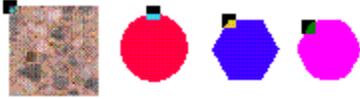


**Selection Handles
in Scale Mode**



**Selection Handles
in Rotate/Skew Mode**

Selection Markers are small squares displayed on all selected objects.



The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Selector Tool, the Infobar looks like this:



The **Service Bureau** takes your work in electronic form and then produces high quality originals from that. In some cases the print shop and service bureau are part of the same company. Often though they are completely separate. For simple jobs the originals may be on photographic paper. Color work usually requires film which is slightly more expensive. The service bureau can usually provide color proofs of your job if you need it. Often a bureau offers a range of other functions such as high-quality scanning of photographs.

Shade Colors are a type of named color which are lighter or darker shades of a parent color. The colors are linked so when the parent color is altered the shades alter too. This allows you to create a range of shades where changing one parent color alters the hue of all of them. Creating pictures using a set of shades gives great editing flexibility. For best results with shades, always make sure the parent color is a 'pure' color (saturation and value should be near 100%). For more information, see [Creating shade colors](#).

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Shadow Tool, the Infobar looks like this:



A **Shape** is a solid (or closed) object. The difference between a line and a shape is that a shape has no start or end. Because a shape is a closed object it can be filled with a color. A thickness can be applied to the outline of the shape. Xara X sometimes uses 'Shape' as shorthand for 'Line or Shape'. In PostScript terminology, a shape is a "closed path". Shapes can have two main attributes applied - a fill and a line color. The line color is the color used for the outline of the shape and the fill can be a simple color or a more complex fill (for example bitmap or fractal). For more details, see [Drawing shapes](#).



The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Shape Editor Tool, the Infobar looks like this:



Sharpen exaggerates the boundary between colors in bitmaps. It is useful for bringing out detail. It is not useful for:

- Gentle transitions between shades of the same color.
- 'Noisy' bitmaps. Applying sharpening to such a bitmap is likely to emphasize the noise.

The Special Effects dialog box contains three levels of Sharpening - Low, Medium and High. One of these can be selected, and the slider used to set the level more accurately. For more details, see [Applying special effects to bitmaps](#).

Skewing is often called shearing and involves sliding the top (or side) of something to stretch it, without moving the opposite side. You skew objects using the Selector Tool. You can also skew fractal and bitmap fills and transparencies using the Fill Tool or the Transparency Tool. For more details, see [Skewing objects](#).



Sliders allow values to be set by sliding a small button along a groove. They are sometimes referred to as 'trackbars'.



Snapping causes an object or point to be pulled to a certain place while it's being dragged. There are several forms of snapping: Grid snapping, Guide snapping and Object snapping. Snapping is useful for precisely aligning points or objects with each other. See [Enabling object snapping](#).

Spot Colors can be used in work that will be printed on a litho printing press. Spot colors appear as circles on the Color Line and Color Gallery and each spot color produces an extra separation when you generate color separated output. For simple two and three color jobs you can use spot colors in place of the four process CMYK colors. This usually reduces printing costs. For complex, multicolor jobs, spot colors let you use special inks such as metallic or specific ink colors that CMYK cannot reproduce. Using spot colors like this increases the cost of printing the job. Always talk to your print shop before using spot colors. Note that some printing processes cannot use spot colors.

For details on how to create a spot color, see [Creating spot colors](#).

A **Spread** is the name given to a number of pages that are joined together. The two pages in the middle of a magazine are often referred to as the 'center spread'. Xara X supports two types of spread, single-page-spreads and double-page-spreads (DPS). A single page spread is just one page on its own. A double-page-spread is two pages side by side. The line where two pages join on a double page spread is often used to fold the paper that the document is finally printed out on.

Square Caps are a type of ending which can be applied to lines. There are three types of 'cap'. For more details, see [Changing line ends](#).

- Butt Cap Round Cap Square Cap

Stained Glass is a transparency type in the [Transparency Tool](#). The effect is similar to viewing underlying objects through colored glass. It is useful for the simulation of glass and selectively darkening objects.

The color of the object with Stained Glass applied:

- White - no effect on the colors of underlying objects.
- Gray & Black - darkens the colors of underlying objects.
- Other colors - darken underlying colors towards saturated color. (Light-red over light-red gives a mid-red: green over red gives black.) If you want to use a colored object to darken underlying colors, you may find **Darken** transparency type easier to use.

Technically the process is subtractive in RGB color space.

In Xara X you are not limited to plain lines. You can also profile the line (for example to make it tapering). The [Line Gallery](#) include a selection of profiles (called "stroke shapes") See [Changing the stroke shape](#) for more details.

A **Template Document** is a blank document that you can create regular documents from. Xara X includes templates for drawings and animations and you can create other templates as you need them. See [Creating a template document](#) for more details.

Xara X locates a **Temporary folder** using the 'TEMP' environment variable. If this variable is not set to a proper folder, various features of the program, such as the remote index building in the library galleries, will not work.

The **Text Cursor** is displayed when the Text Tool is selected. The cursor shows you where characters will appear if you start typing or where editing will take place if the cursor is inside an existing text object. To move the cursor click the mouse where you want the cursor. No cursor is displayed if there is a selected text region. You can apply attributes to the text cursor which will be used when you type. For more details, see [Creating new text](#).

ABC | ABCD |

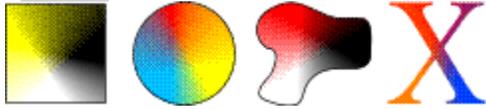
A **Text Object** is one or more lines of text which can be moved and copied like any other object. The Text Tool allows you to edit the contents of text objects by typing new characters, changing the font, font size, etc. You can apply all the normal attributes to text objects, such as thick line widths, fills, dotted lines, color and even transparency. Text objects can be fitted to a curve and they remain editable in the Text Tool. If you use [Select Member](#) on a text object you first select the whole object, then a line of text in it, then a single text character in the line. Text objects come in three forms, simple, column and fitted to a curve. For more details, see [Creating new text](#) or the [Text Overview](#).



The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Text Tool, the Infobar looks like this:



Three Color Fills give the effect of three colored spotlights lighting the object. The fill is controlled using three fill handles. Unlike other types of fill you can apply different colors to all three handles (the center and the two end points). The object can contain just one copy of the fill with the colors spreading out to infinity, (Simple) or multiple copies (Repeating). For more details, see the [Fills Overview](#).



Three Point Transparency consists of three points each with their own transparency level. The transparency of the object is defined by the graduations between these three transparency handles. In the example, the left point (shown as a black spot) is not transparent, the right point is 100% transparent and the bottom point is 50% transparent. Three point transparency is ideal for drawing highlights and quickly drawing complex looking transparency effects. For more details, see the [Transparency Overview](#).

■

Tiling is the way some fills, transparencies and bitmaps are duplicated across objects or the page.

Bitmap Fills & Fractal Fills

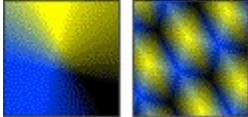
- **Single Tile** places a single copy of the bitmap or fractal inside the filled shape. The shape may not be entirely covered by the bitmap or fractal. You can **scale** up the bitmap or fractal to fill the shape but the individual pixels may then be noticeable.
- **Repeating Tile** repeats the bitmap or fractal to fill the shape.
- **Repeat Inverted** is similar to Repeating Tile, but alternate tiles are reflected.
-

Flat & Conical Fills

You cannot tile these types of fill.

Other fill types

- **Simple** takes the colors of the fill and extends them out to infinity.
- **Repeating** copies the fill over the whole shape.



Tint Colors are a type of named color. They are based on another named color (called the parent color) but with the addition of white, so any changes made to the parent color will be reflected in the tint. Use tints:

- As a quick way to define new named colors. For example Pink could be defined as 50% Red.
- To extend the range of colors available for printing inks. For example, a 75% black tint gives dark gray, a 25% black tint light gray. This gives three colors using just one ink.
- To create highlights of the parent color.

A tint can be based on any other named color, including another tint.

A **Tool** is much like a tool in normal life. It is used for a specific job. This program is divided into well-defined tools each of which has a specific purpose. When you choose a Tool, the Infobar changes to give you a set of options specific to that Tool leaving more editing area available. For more information on the Tools, see [The Tools](#).



The **Toolbar** is a special control bar containing buttons for all the Tools available in Xara X. For more details, see [The Tools](#). If you are using a small screen mode and you cannot see all the tools buttons, [click here](#).

Tracking uniformly changes the spacing between all the characters in a region. (Note the difference between this and Kerning which adjusts the spacing between a pair of characters.) Tracking is often used to expand text to exactly fit an area of a document. Tracking is measured in em's (the width of an "M" in the current font and font size). For more details, see [Changing text tracking](#).

The **transformation center** is the point/axis around which objects are skewed, flipped and rotated using the Selector Tool. The transformation center is only visible when the Selector Tool is in Rotate/Skew mode. For more information, see [Moving the transformation center](#).



You can change the **transparency** of any object in a document. (That is, you can make it semi-opaque.) There are a wide range of transparency 'shapes' including circular and linear. Most are 'graduated transparencies'; this means the level of transparency changes across the object. By combining transparency shapes with different fill colors and transparency type, you can create a wide range of effects and shading. Note that documents using transparent objects take longer to redraw on-screen and to print. For more information, see the [Transparency Overview](#).

Transparency Arrows let you control graduated transparency. The direction and length of the arrow directly control the direction and extent of the graduated transparency. The arrow has handles at either end which can usually be selected. The transparency set by the slider in the [Transparency Tool Infobar](#) is applied to the selected handles.

If you don't want to see transparency arrows when dragging, press TAB when in the Fill Tool or Transparency Tool.

For more details on Transparency, see the [Transparency Overview](#).

Transparency Handles are the handles at the ends of the Transparency arrow. Drag the handles to change the direction and size of the graduated transparency. Select a handle and drag the slider on the [Transparency Tool Infobar](#) to change the amount of transparency applied. To easily swap between the start and end handles, press TAB.

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Transparency Tool, the Infobar looks something like this:



TrueType is a type of font format. There are two main formats in use: TrueType and Adobe Type Manager (ATM). Xara X supports both types.

Xara X allows you to **Undo** your most recent changes to a document. Undo allows you to get rid of changes which you've applied mistakenly to your document, which went wrong or which you simply don't like the look of. Undo is a very powerful tool when combined with Redo because it gives you the freedom to experiment with a drawing, secure in the knowledge that you can always undo any changes or if you eventually decide you do actually like the changes, to redo them again.

The **Value** color component is used in the HSV (Hue, Saturation, Value) color model, which is an intuitive color model most often used by artists.

Value (sometimes called Brightness or Luminosity) represents how dark or light the color is. A value of 0% makes any color completely black, while a value of 100% is as bright as the color can be made.

Vector Format files describe a picture as a list of drawing instructions. This has two advantages over Bitmap formats:

- The instructions can be scaled to work at any size.
- The list can be edited to add, remove or alter any part of the drawing very easily.

A **View** is a window showing a document in a particular way. You can have more than one View open onto a document. For instance, you could have two Views onto different areas of the same document, two views showing the same document at different zoom factors or at different Quality settings. Views are sometimes called Windows.

A **Web Address** specifies a page on the Internet. www.xara.com is the Web Address for the Internet home of Xara Ltd. Web addresses are also called URL's, Shortcuts and Hotlinks. For more information, see [Adding web addresses to objects](#). For more details on how web addresses work, see the [Web Address Overview](#).

The **WebSnap optimized palette** is a compromise between the Browser and Optimized palettes. Colors close to an entry in the Browser palette snap to that entry; other colors are unchanged.

Xara Webster was a drawing package from Xara and now replaced by Xara X.

Xara Webster owners will find much of Xara X familiar. The main difference is the extra tools and options in Xara X.

You can load and import all Xara Webster files into Xara X.

Xara Webster can load WEB and XAR files but some Xara 9 features do not exist in Xara Webster. This can cause your drawings may look slightly different when viewed in Xara Webster.

The **Zoom** level of a View lets you see a document in close up or at a distance. You can think of the zoom level being like a magnifying glass whose strength you can vary. When you look at your document with a zoom level of anything other than 100%, you are looking at it through a magnifying glass. But note that changing the Zoom level only changes your view onto the document - it does not change the size of the document or anything in it.

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Zoom Tool, the Infobar looks like this:



{button A,JI(' ,IDH_Definition_A')} {button B,JI(' ,IDH_Definition_B')} {button C,JI(' ,IDH_Definition_C')} {button D,JI(' ,IDH_Definition_D')} {button E,JI(' ,IDH_Definition_E')} {button F,JI(' ,IDH_Definition_F')} {button G,JI(' ,IDH_Definition_G')} {button H,JI(' ,IDH_Definition_H')} {button I,JI(' ,IDH_Definition_I')} {button J,JI(' ,IDH_Definition_J')} {button K,JI(' ,IDH_Definition_K')} {button L,JI(' ,IDH_Definition_L')} {button M,JI(' ,IDH_Definition_M')} {button N,JI(' ,IDH_Definition_N')} {button O,JI(' ,IDH_Definition_O')} {button P,JI(' ,IDH_Definition_P')} {button Q,JI(' ,IDH_Definition_Q')} {button R,JI(' ,IDH_Definition_R')} {button S,JI(' ,IDH_Definition_S')} {button T,JI(' ,IDH_Definition_T')} {button U,JI(' ,IDH_Definition_U')} {button V,JI(' ,IDH_Definition_V')} {button W,JI(' ,IDH_Definition_W')} {button X,JI(' ,IDH_Definition_X')} {button Z,JI(' ,IDH_Definition_Z')}

Click a button to move to a section

- A -

[Alignment](#)
[Alpha-channel Transparency](#)
[Animated Document](#)
[Animated GIF File](#)
[Anti-aliasing](#)
[Application Control Menu](#)
[Apply Inside](#)
[ArtWorks](#)
[Aspect Ratio](#)
[ATM](#)
[Attribute](#)

- B -

[Background Redraw](#)
[Bars](#)
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[Bevel](#)
[Beveled Join](#)
[Bitmap](#)
[Bitmap Fill](#)
[Bitmap Transparency](#)
[Bitmap Tracer](#)
[Bleach Transparency Type](#)
[Blend](#)
[Blend Tool Infobar](#)
[Blur \(Bitmap Effect\)](#)
[Bounding Box](#)
[Bounds Creation](#)
[Brightness Transparency Type](#)
[Bromide](#)
[Browser palette](#)
[Brush](#)
[Butt Cap](#)
[Button & NavBar Tool Infobar](#)
[Button Palette](#)

- C -

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[Conical Fill](#)
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[Darken Transparency Type](#)
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[Diamond Fill](#)
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[Dilation \(Bitmap Effect\)](#)
[Dithering](#)
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[Fractal Cloud Fill](#)
[Fractal Cloud Transparency](#)
[Fractal Plasma Fill](#)
[Fractal Plasma Transparency](#)
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[Infobar](#)
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- J -

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- K -

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- L -

[Laplacian \(Bitmap Effect\)](#)
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[Object](#)

Object Snapping
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PANOSE
Pasteboard
Perspective Mold
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Point Handle
PostScript
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Print Shop
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Push Tool Infobar

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Quality
QuickShape
QuickShape Tool Infobar

- R -

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Rectangle Tool Infobar
Rendering
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RGB
Robert's Cross (Bitmap Effect)
Rollovers
Rotate/Skew Mode
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Saturation Transparency Type
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Select Member
Select Under
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Selector Tool Infobar
Service Bureau
Shade Color
Shape
Shape Editor Tool Infobar

Sharpen (Bitmap Effect)

Skew

Slider

Snapping (Magnetic)

Spot Color

Spread

Square Cap

Stained Glass Transparency Type

Stroke Shape

- **T** -

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Temporary Folder

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Text Object

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Three Color Fill

Three Point Transparency

Tiling

Tint Color

Tool

Toolbar

Tracer

Trackbar

Tracking

Transformation Center

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Vector Format

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- **W** -

Web Address

WebSnap palette

Webster (Xara Webster)

- **X** -

Xara Webster

- **Z** -

Zoom

Zoom Tool Infobar

 **Delete (Edit Menu) DELETE**

Delete removes the selection from the document. Unlike Cut, Delete does not copy the selection to the clipboard. The clipboard is not affected in any way by Delete. A Delete operation can be reversed using Undo. For more details, see Deleting objects.

Tip

- To delete an object quickly, right-click on it to open the pop-up menu and choose **Delete**.

Deleting a color in multi-stage fills

Applies to [Linear](#), [Circular](#), [Elliptical](#), [Conical](#) and [Diamond](#) fills. Multi-stage fills let you have several different colors in your fill. So, a fill could run red-green-red yellow; you have full control over the colors used and where the colors change.

-
- **To delete a color**

The [Fill arrow](#) shows a [handle](#) for each color in the fill. You cannot delete the Start and End colors.

1. Click on a color handle to select it.
2. Press the Delete key.

Note:

- The Selector Tool can also display the Fill arrow. See [Enabling fill handles](#).

Related Topics

[Creating multi-stage fills](#)

[Changing multi-stage fills](#)

[Fill Tool](#)

Deleting a brush

The [Freehand & Brush Tool](#) and [Line Gallery](#) include a wide range of brush stroke designs that you can apply to lines and the outlines of shapes.

■ **To delete a brush:**

1. Open the Line Gallery.
2. Open the **New brush strokes** section.
3. Right-click on the brush you want to delete - this pops-up a menu.
4. Click **Delete** on that menu. Note that you cannot delete **Default stroke**.

Notes:

- You can delete only those brushes unique to this document. You cannot delete [default brushes](#) (but see Notes).
- Closing a document automatically deletes unused brushes. This means you only rarely need to manually delete brushes (perhaps to tidy up the list of brushes).
- To edit or delete default brushes, load the document containing that brush. The document is in the **Brushes** folder. To find this, locate the Xara X program (XaraX.exe). In the same folder as XaraX.exe is the **Templates** folder. Brushes is in the Templates folder.

{button ,KL('brush strokes',0,`____No_Topics_Found`,`)}} Related Topics

Deleting a custom unit

You can create your own custom units in Xara X. You can easily remove a custom unit you have created.

■ **To delete a custom unit**

1. From the Utilities Menu, choose **Options**.
2. Click the Units tab.
3. In the **Unit Definition** section, click on the unit you want to delete.
4. Click the **Delete Unit** button.

Tips

- You can only delete custom units that you have you created.
- You cannot delete units that are in use (for grid spacing, document scaling or as the default font or page units).

`{button ,KL('units',0,`____No_Topics_Found`,`)}` **Related Topics**

Deleting a navigation bar button

Navigation bars are often used on web pages to navigate to other pages. In Xara X, you can use the Button & NavBar Tool to create navigation bars. After creating a navigation bar you may decide it has too many buttons.

■ **To delete a button:**

1. Open the NavBar Properties dialog box by clicking **Bar properties** on the NavBar Tool InfoBar.
2. Change the value in **Number of buttons**.
3. Click **Close**.

For rollovers you can also delete individual rollover states - more details.

You can also delete the entire navigation bar in the regular way - more details.

Movies

```
{button ,EF("XaraDemo.exe",`NavBar Creating Navigation Bars',1,`) } Creating Navigation Bars
```

```
{button ,KL(`navigation bars',0,`____No_Topics_Found',`)} Related Topics
```

Deleting a rollover button state

Rollovers are multi-state buttons used in navigation bars on web pages. In Xara X, you can use the Button & NavBar Tool to create navigation bars and rollover buttons.

- **To delete a rollover button state:**

Note that deleting the MouseOff state deletes the entire navigation bar.

1. Open the NavBar Edit States dialog box by clicking either **Create/Delete States** on the NavBar Tool Infobar.
2. From the list on the left, select the state you want to delete.
3. Click **Delete state**.

You can also change the number of buttons in a navigation bar - more details.

Movies

{button ,EF("XaraDemo.exe",`Rollover Creating JavaScript Rollovers',1,`) } Creating JavaScript rollovers

{button ,KL(`rollovers',0,`____No_Topics_Found',`) } Related Topics

Deleting control bars

Creating, deleting and reordering [control bars](#) are an important way of customizing Xara X to your individual requirements.

■ **To delete a control bar**

1. On the Window menu choose **Control Bars**. This opens the Control Bars dialog box.
2. Click on the name of the control bar in the dialog box.
3. Click the **Delete** button. You are asked to confirm you want to delete the control bar.

Tips

- A quick way to delete a control bar is to drag it away from the edge of the main window so it becomes a floating bar in its own window and then click the close button.
- You cannot delete the [Info bar](#) or the [button palette](#).
- **To restore the factory settings**
 1. Open the Control Bars dialog box using the Window menu.
 2. Click the **Reset** button.

Tip

- This is useful if you accidentally delete a control bar.

Movie

`{button ,EF("XaraDemo.exe","MakeBars Creating Control Bars",1,`)} Creating new control bars`

`{button ,KL('control bars',0,`___No_Topics_Found`,`)} Related Topics`

Deleting frames

Xara X uses frames to create [animated GIF files](#). Deleting a frame removes it from the animation.

■ To delete a frame

1. From the Utilities menu, choose **Frame Gallery**.
2. Click on the name of the frame you want to delete. This selects it.
3. Click the **Delete** button. You are warned if there are objects in the frame.

Notes

- The Frame Gallery is dimmed in [Drawing documents](#) as these cannot contain frames.
- You can quickly delete a frame by right-clicking on it in the Frame Gallery to open the pop-up menu and choosing **Delete**.

Deleting guidelines

Deleting an unwanted [guideline](#) is easy in Xara X.

- **To delete a guideline**

Drag the [guideline](#) back onto the appropriate [ruler](#).

Tips

- You can only drag guidelines if the [guides layer Editable](#) setting is set. See the [Layer Gallery Overview](#).
- You can also delete a guideline by right-clicking on it, then choosing **Delete** from the guideline pop-up menu.
- You can also delete a guideline using Properties dialog box in the Layer Gallery. See the [Layer Gallery Overview](#).

Related Topics

[Rulers](#)

[Guides](#)

[Guidelines](#)

Deleting layers

Deleting an unwanted [layer](#) is easy in Xara X (but see Notes).

- **To delete a layer**
 1. From the Utilities menu, choose **Layer Gallery**.
 2. Click on the name of the layer you want to delete. This selects it.
 3. Click the **Delete** button. You are warned if there are objects on the layer.

Notes

- The Layer Gallery is dimmed in [Animation documents](#) as these cannot contain layers.
- Layers **MouseOff**, **MouseOver**, **MouseDown**, **Selected** and **BackBar** are used by the [Button & NavBar Tool](#). We do not recommend deleting these layers as this could affect navigation bar creation. For more information on bar creation see [Creating Navigation Bars](#).

Tips

- As an alternative to deleting a layer, you can also hide it (make it invisible). This is useful if you might want the layer in the future. See [Hiding layers](#).
- You can quickly delete a layer by right-clicking on it to open the pop-up menu and choosing **Delete**.

`{button ,KL('layers',0,`____ No_Topics_Found`,`)} Related Topics`

Deleting named colors

Xara X lets you delete one or more [named colors](#) from the Color Gallery and Color Line.

To delete a named color

1. From the Utilities menu, choose **Color Gallery**.
2. Select the color in the Color Gallery (see [Selecting items in a gallery](#)).
3. Click the **Delete** button in the gallery.

Note

- If any of the selected named colors is in use in the document, you are asked to confirm the deletion. If you choose to delete the used colors, any objects previously using these colors will look the same, but will now have [local colors](#) applied.

Related Topics

[Named colors](#)

[Colors overview](#)

[Color Line](#)

[Color Gallery](#)

Deleting objects

You can delete any type of [object](#) to remove them from a drawing.

■ To delete objects

1. Select the objects (see [Selecting objects](#)).
2. From the Edit menu, choose **Delete**.

Tips

- You can also select the objects then press the **Delete** key on the keyboard.
- Deleting objects does not put them on the clipboard. If you want to remove an object and leave it on the clipboard, use

Cut.

- You can recover deleted objects using Undo. See [Undoing and redoing operations](#).

Related Topics

[Cutting](#)

[Pasting](#)

Deleting points on lines and shapes

Once you have drawn a [line](#) or [shape](#), you can remove individual [point handles](#) from it.

- **To delete points on lines and shapes**

1. Select the line or shape (see [Selecting objects](#)).
2. Choose the Shape Editor Tool.
3. Select the point handles.
4. Click the **Delete Point(s)** Button on the [Shape Editor Tool Infobar](#).

Tip

- To quickly delete points, right click on one of the selected points to open the pop-up menu and choose **Delete Points**.

`{button ,KL('point handles',0,`___No_Topics_Found`,`')}` **Related Topics**

Deleting the guides layer

The [guides layer](#) contains [guidelines](#) and [guide objects](#).

- **To delete the guides layer.**
 1. Open the Layer Gallery.
 2. Click the guides layer to select it.
 3. Click the **Delete** button. You are warned if there are objects on the layer.

Notes

- The Layer Gallery is dimmed in [Animation documents](#) as these cannot contain layers.
- As an alternative to deleting the layer, you can also hide it (make it invisible). This is useful if you might want the layer in the future. See [Hiding layers](#).

Related Topics

[Layer Gallery](#)

[Layers overview](#)

[Guides](#)

Deselect All Points

This option on the Point Handle pop-up menu deselects all point handles which are currently selected.

Deselecting all objects

Sometimes you may need to deselect every object in your drawing.

- **To deselect all objects**
From the Edit menu, choose **Clear Selection**.

Tips

- You can also press ESC (Escape).
- You can also choose the Selector Tool and click on a blank area of the page.

Deselecting all point handles

Sometimes you may need to deselect all the point handles on the selected lines and shapes.

■ **To deselect all point handles**

1. Select the line or shape.
2. Choose the Shape Editor Tool.
3. Either:
 - CTRL-SHIFT-click on a selected point handle,
 - or SHIFT-click away from the line or shape.

Tip

- If you are using the Pen Tool, SHIFT-click away from any lines and shapes to deselect all point handles.

`{button ,KL('tools,shape editor tool',0,`____No_Topics_Found`,`)}`} Related Topics`

Deselecting objects

When you have selected [objects](#) and you no longer need them selected, you can deselect them all or deselect them one by one.

What do you want to do?

- [Deselect selected objects](#)
- [Deselect all objects](#)

Related Topics

[Selecting objects](#)

[Selector Tool](#)

Deselecting selected objects

If you have selected an object or several objects you can easily deselect one or more of the objects.

- **To deselect selected objects**

1. Choose the Selector Tool (see Note).
2. SHIFT-click on each selected object to swap it from being selected to not being selected.



SHIFT-Click to swap the object under the mouse pointer between selected and not selected

Note:

- When creating bars and rollovers you can also use the [Button & NavBar Tool](#).

`{button ,KL('tools,selector tool',0,'___No_Topics_Found',`)} Related Topics`

Displaying a document using the printer colors

Because printers use CMYK inks, there are limitations in the range of colors they can produce. It is not possible for a printer to exactly match all the colors that you can show on the screen. For example, the cyan shown on screen is a very light color, and typically comes out more of a sky blue shade when printed. Xara X can alter the colors displayed on screen to more closely match what you will see when the image is proofed. Note that turning this option on does not change any colors, it just shows them on screen so they look more like what will appear on paper.

Some software packages provide an array of complex options for correcting the color on the screen. Xara X uses one single option which applies in all circumstances. A screen and a printer are very different and it is never possible to see on the screen exactly what will appear on paper. Exact tuning of screen color correction is of very little benefit because it will never be that accurate.

- **To display a document using the printer colors**

1. Click on the document so the title bar of the window is highlighted.
2. From the Window menu, choose **Show Printer Colors**.

Tips

- Because this option can be set for each document, you could have two views on a document open where one uses regular colors and one uses the printer colors.
- The Color Line, Color Gallery and Color Editor use the same setting as the selected document (the one with the highlighted title bar). If the selected document shows printer colors, so will the Color Line, Color Gallery and Color Editor.

Displaying and hiding control bars

You can turn any of the [control bars](#) off if you do not need them and you can also display other control bars.

- **To enable a control bar**

1. From the Window menu, choose **Control Bars**.
2. In the dialog box, click the check box next to the control bar you want to display.

Tip

- You can create your own, custom control bars. See [Creating new control bars](#).

Displaying and hiding guides

Xara X uses two types of guide - [guidelines](#) and [guide objects](#). Both live within the [guides layer](#). To display or hide the guides you must display or hide the guides layer.

- **To display and hide guides**

From the Window menu, choose **Show Guides**.

Tip

- You can also use the Layer Gallery to make the guides layer visible or hidden. (see [Hiding layers](#)).

Related Topics

[Layer Gallery](#)

[Layers overview](#)

[Guides](#)

Displaying the Toolbar

The Toolbar displays all the tools available in Xara X. Usually it is always displayed but you might accidentally close it

■ To display the Toolbar

1. Choose **Control bars** on the Window menu.
2. Select the check box to the left of Toolbar.

(If the check box is already selected, the Toolbar is hidden from view. Unselect and then select the check box to redisplay the Toolbar.)

`{button ,KL('control bars',0,`____No_Topics_Found`,`)}` **Related Topics**

Displaying the grid

The grid is useful for aligning objects especially as you can make grid points magnetic.

- **To display the grid**

From the Window menu, choose **Show Grid**.

Tips

- You can also right-click on the page to open the pop-up menu and choose **Show Grid**.

{button ,KL(^grid',0,` ____No_Topics_Found',`)} **Related Topics**

Displaying the print borders

Before printing a document, you might want to turn on the print borders so they are shown on the screen. You can then see how your document will be printed and whether it fits on the page. Most printers cannot print right to the edges of the paper so there is usually an area around the edge of the page you cannot print onto.

- **To display the print borders**

From the Window menu, choose **Show Print Borders**.

Tips

- The yellow (and green on a double page spread) rectangle represents the extremes of the paper (This corresponds to the paper size defined in the Print Setup dialog) and the red (and blue on a double page spread) rectangle represents the area which can be printed.
- The dark gray area around the outside is the area that will not be printed.
- If no printer has been set up, no print borders are shown.
- The print borders are not necessarily central on the paper (especially for ink jet printers).

Displaying the rulers

Rulers are optionally shown at the left and top of the window.

- **To display the rulers**

In the Window menu, open the **Bars** submenu and choose **Rulers**.

```
{button ,KL('rulers',0,`___No_Topics_Found`,`)} Related Topics
```



Document Info (File Menu)

Document Info on the File Menu opens the Document Information dialog box which displays information about the current document. It also contains a comments field which you can use to add a title, description and keywords to the document.

- **Location.** The folder where the file is located.
- **File Name.** The name given to the document.
- **Created.** The time and date when the document was created.
- **Last Saved.** The time and date when the document was last saved.
- **Memory Used.** The total memory used by the document.
- **Undo Size.** The amount of memory used by undo information. See Undo.
- **Undo Steps.** The number of undo steps stored.
- **Number of Bitmaps.** The total number of bitmap in the current document.
- **Bitmap Size.** The amount of memory used by bitmaps in the current document.
- **Number of Fractals.** The total number of fractal fills and fractal transparencies in the document.
- **Fractal Size.** The amount of memory used by fractals
- **Number of Objects.** The total number of objects in the document.
- **Number of Selected Objects.** The total number of objects in the Selection.
- **Document Fonts.** This drop-down list contains a full list of all the fonts contained in the document. If the document uses a font not currently installed on your PC, an asterisk (*) will appear next to the font name.
- **Comments.** The comments field allows details about the file to be added to the document. It can also be used for adding keywords and a title to a file which is then displayed in the Clipart Gallery. Note that the first line of this field is stored as the description of the file and will be displayed in the Clipart Gallery if the file is added to it.

Related Topics

[Adding descriptions to documents](#)

[Document information](#)

[Clipart Gallery](#)

Downloading Items

This page describes downloading clipart, fills or fonts from our web site.

Setting up the Galleries

You only need to do this when you first install Xara X or if you want to check for new items on our web site.

You need to download the lists of items and associated thumbnails to set-up the gallery. Open the Font, Fill or Clipart gallery (as required) then click the **Get Font/Get Fill/Get Clipart** button. This starts the process of downloading. If you are a dial-up user, you may need to log on to the Internet first. This depends on who provides your Internet access.

When you are connected to our web site, the downloading starts. Xara X reports the progress of the download. Click **Stop Download** if you need to stop the download for any reason. You can get the remaining thumbnails later by repeating the Get process described above.

Downloading a file

When you want to use an item from the Font, Fill and Clipart Galleries:

1. Click on it to select it.
2. Then
 - in the [Font Gallery](#) click **Apply** or **Install**,
 - in the [Fill Gallery](#) click **Import** or **Open**,
 - in the [Clipart Gallery](#) click **Import** or **Open**.

This starts downloading the selected item. Fonts download into your computer. Fills and clipart download into the document and are also stored in a cache (see below).

Note:

You can download multiple items by:

1. Clicking on the first item to select it.
2. Then
 - CTRL-clicking on another item to select that as well
 - or SHIFT-clicking to select a block of items.You can deselect individual items by CTRL-clicking on them.
3. Downloading the selected items in the usual way.

Loading multiple items is especially useful for dial-up users as some providers do not allow you to reconnect for several minutes after your last access. You can download fills and clipart that you think you'll want later; just delete them for the current document if you don't need them immediately. They remain in the cache (see below) and so are immediately available for use later. Fonts install on your computer and are available to Xara X and all other programs that use fonts.

The Cache

Fills and clipart download into an area on the disk called a cache. The cache contains the most recently used items. This means that these items are immediately available if you want to use them again; there's no need to download again.

You can change the size of the cache or flush its contents (if you become short of disk space). Use the [Internet tab of the Options dialog box](#).

Tuning up Xara X's Internet settings

The [Internet tab of the Options dialog box](#) lets you configure Xara X for the fastest downloads for your type of Internet connection. If you are not sure which settings to use we recommend the defaults; these should give satisfactory (if not optimal) results. If you are connected to a network, you may need to ask your systems administrator which settings to use.

Drawing a light source

[Bleach transparency type](#) is ideal for drawing bright light sources.

■ To draw a light source

1. Draw a large rectangle covering the entire drawing (see [Drawing rectangles & squares](#)).
2. Flat fill it with the required light source color (see [Changing an object's fill color](#)).
3. The rectangle should already be selected. If not, select it.
4. Choose the Transparency Tool.
5. Change the transparency type to **Bleach**.
6. Apply a circular transparency to the rectangle (see [Applying circular transparency](#)).
7. Clone the rectangle (this improves the look of the effect) and group with the original.

Tip

- Cover the whole drawing with the rectangle containing the light source. This lets you experiment with which area of the drawing is affected by the light source.

Related Topics

[Transparency Tool](#)

[Copying objects](#)

[Grouping objects](#)

Drawing and Animation Documents

Xara X has two types of document:

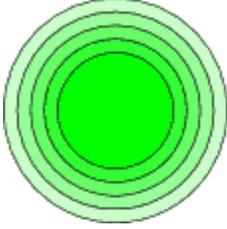
- Drawing documents which are suitable for most types of drawing
- Animation documents which are suitable for animated GIFs.

You decide the type when you create the document. See [Creating new documents](#).

Tips

- Documents are created from templates. You create and modify templates to your own requirements. See [Creating a template document](#).
- You cannot convert documents from one type to another. What you can do is create a new document of the correct type and then copy objects into it.

Drawing concentric QuickShapes



Creating concentric circles is simple in Xara X. Although this describes creating concentric circles, this works equally well for concentric polygons and rectangles.

To draw concentric circles

1. Choose the Ellipse Tool.
2. CTRL-drag to create a circle. (CTRL constrains the ellipse to a circle). See [Drawing ellipses and circles](#).
3. Choose the Contour Tool.
4. Drag one of the eight handles around the object to create the contour. See [Creating a contour](#).
5. Use the Contour Tool to change the number of steps and other settings.

Related Topics

[Ellipse Tool](#)

[Contour Tool](#)

Drawing ellipses and circles

You can draw ellipses and circles using either the Ellipse Tool or the QuickShape Tool. (The Ellipse Tool is generally more convenient to use.)

■ To draw an ellipse or circle

1. Choose the Ellipse Tool or QuickShape Tool. (If you use the QuickShape Tool, click the Ellipse button on the [QuickShape Tool Infobar](#))
2. To draw an **ellipse** select the [Bounds Creation](#) Button on the Infobar. Drag diagonally to create the ellipse.
3. To draw a **circle** select either
 - Click the [Radius Creation](#) Button on the Infobar. Create the circle by dragging from the center outwards.
 - Click the [Diameter Creation](#) Button on the Infobar. Create the circle by dragging across the diameter of the circle.

Tips

- Holding down CTRL during a By Bounds drag creates a circle instead of an ellipse.
- Holding down SHIFT during the drag forces creation from the center of the ellipse or circle.

Movie

{button ,EF("XaraDemo.exe", "ellipses Ellipses and Circles",1,`) } Drawing ellipses and circles

Related Topics

[QuickShapes overview](#)

[Ellipse Tool](#)

[QuickShape Tool](#)

Drawing lines

You can use the Pen, Shape Editor or Freehand & Brush Tools to draw lines.

- The Shape Editor Tool is the most flexible and can also edit lines.
- The Pen Tool is provided for users familiar with programs such as CorelDRAW and Adobe Illustrator.
- The Freehand & Brush Tool lets you draw and edit lines by following freehand mouse movements. You can also use the Freehand & Brush Tool to apply brush strokes and stroke shapes to lines.

What do you want to do?

- [Draw a line with the Shape Editor Tool](#)
- [Draw a line with the Pen Tool](#)
- [Draw a line with the Freehand & Brush Tool](#)

Related Topics

[Drawing shapes](#)

[Shapes and Lines overview](#)

Drawing lines with the Freehand & Brush Tool

The Freehand & Brush Tool lets you draw lines that follow the movements of the mouse.

■ To draw a line with the Freehand & Brush Tool

1. Choose the Freehand & Brush Tool.
2. Move the mouse pointer to where you want the line to start.
3. Drag the mouse to draw a line.
4. Release the mouse button to complete the line.

Important: line drawing stops as soon as you release the mouse button.

As you are drawing the line you can do the following:

- [Draw straight lines sections](#)
- [Erase part of the freehand line](#)
- [Create a shape](#) by ending the line over the start point. A '+' by the mouse pointer shows when you are over the start point.

Tips

- If you want to change the thickness of the line, see [Changing line thickness](#).
- The final line can follow every movement of the mouse or be a smooth following line. This is called smoothing the line. See [Smoothing a freehand line](#).

Movie

{button ,EF("XaraDemo.exe","FreeDraw.avi Drawing Lines and Shapes with the Freehand Tool",1,") } Drawing lines with the Freehand & Brush Tool

Related Topics

[Freehand & Brush Tool](#)

[Lines](#)

Drawing lines with the Pen Tool

The Pen Tool has limited functionality but will be familiar to users of packages such as CorelDRAW.

■ To draw a line with the Pen Tool

1. Choose the Pen Tool
2. Move the mouse pointer to where you want the line to start. Click to start the line.
3. Move the pointer to the next position along the line.
4. Either:
 - drag to add a curved segment and shape it,
 - or click to add a straight segment.
5. Repeat step 4 as necessary.
6. Complete the line with a SHIFT-click.

Tips

- If you want to change the thickness of the line, see [Changing line thickness](#).
- You can create a [shape](#) by ending the line over the start point. A '+' by the mouse pointer shows when you are over the start point.
- You cannot use the Pen Tool to change the shape of lines. For this use the [Shape Editor Tool](#) or [Freehand & Brush Tool](#).
- You can also create lines using the Shape Editor Tool. This has more features and you may find it easier to use.

Movie

{button ,EF("XaraDemo.exe","PenDraw Drawing Lines and Shapes with the Pen Tool",1,"") } Drawing lines with the Pen Tool

Related Topics

[Pen Tool](#)

[Lines](#)

Drawing lines with the Shape Editor Tool

The Shape Editor is the main tool for creating and editing [lines](#) and [shapes](#).

■ To create a line with the Shape Editor Tool

1. Ensure no lines or shapes are selected (see [Selecting objects](#)).
2. Choose the Shape Editor Tool.
3. Move the mouse pointer to where you want to start the line. Click to create a [point handle](#).
4. Move the pointer to the next position around the line. Click again. This draws a **line segment** between the two points.
5. Repeat step 4 as necessary to draw the complete line.

As you are drawing the shape:

- To create a straight line segment, first click the Straight lines button on the [Shape Editor Tool Infobar](#) (or press S).
- To create a curved line segment, first click the Curved lines button on the Infobar (or press C).

Tips

- If you do not deselect lines and shapes in step 1, you might accidentally extend an existing line. See [Extending lines](#).
- You can adjust the line by dragging the point handles either as you draw or after you finish.
- Holding down CTRL as you drag, constrains movement of the handle to certain angles. For information on changing the constrain angle, see [Changing the constrain angle](#).
- You can create a shape by ending the line over the start point. A '+' by the mouse pointer shows when you are over the start point.
- If you want to change the thickness of the line, see [Changing line thickness](#).

Movie

{button ,EF("XaraDemo.exe","CurvDraw.avi Drawing Lines and Shapes with the Shape Editor Tool",1,')} } Drawing lines with the Shape Editor Tool

Related Topics

[Shape Editor Tool](#)

[Lines](#)

Drawing motion blur



Drawing motion blur with Xara X is easy!

■ To draw motion blur

1. Draw the object to be blurred (see [Drawing shapes](#)).
2. Clone the object (see [Copying objects](#)).
3. Apply a flat transparency of (for example) 85% to the clone (see [Applying flat transparency](#)).
4. Clone the transparent object.
5. Move the new object in the blur direction (see [Moving objects](#)).
6. Alter the transparency of the second object to be almost 100%.
7. Blend between the two transparent objects (see [Blending objects](#)).
8. Increase the number of blend steps as required (see [Changing the number of steps in a blend](#)).

Drawing parallel lines

Parallel lines have many uses for drawings such as maps. You can easily create accurate, parallel lines using Xara X.

■ To create parallel lines



1. Draw a line along the path of the parallel lines. See [Drawing lines](#).
2. Set it to the color (red in the example) you want the two lines. See [Coloring objects](#).
3. Set its line thickness. See [Changing line thickness](#). The thickness should be the width across the two parallel lines. That is, the width of the two parallel lines plus the gap between them.
4. Clone the line. See [Copying objects](#).
5. Set the line color of the clone to the background color. (White in the example.)
6. Reduce the line thickness of the clone to that of the gap between the parallel lines.

Tip

- Group the two lines so they always move together. See [Grouping objects](#).

Drawing polygons

The QuickShape Tool lets you create **regular** polygons quickly and easily. To create an **irregular** polygon, see [Drawing shapes](#).

■ To draw a polygon

1. Choose the QuickShape Tool.
2. Set the required number of sides in the **Number of sides** field on the [QuickShape Tool Infobar](#). (If there are any QuickShapes selected, press ESC first to deselect them.)
3. To draw a non-symmetrical polygon, select the [Bounds Creation](#) Button on the Infobar. Drag diagonally to create the polygon. To draw a symmetrical polygon select either
 - the [Radius Creation](#) Button on the Infobar . Create the polygon by dragging from the center outwards.
 - the [Diameter Creation](#) Button on the Infobar. Create the polygon by dragging across the diameter of the polygon.
4. If you want the polygon to have rounded corners, click the **Curved Corners** button on the Infobar.

Tips

- Hold down CTRL during a radius and diameter drags to constrain the polygon to multiples of the constrain angles. To change the constrain angle, see [Changing the constrain angle](#).
- Hold down CTRL during a bounds drag to create a symmetrical polygon.
- Hold down SHIFT during the drag to create the polygon from the center outwards.
- It may be more convenient to use the Rectangle Tool to create rectangles and squares.

Related Topics

[Polygons](#)

[QuickShape Tool](#)

[Rectangle Tool](#)

Drawing rectangles and squares

You can draw rectangles and squares using either the Rectangle Tool or the QuickShape Tool. (The Rectangle Tool is generally more convenient to use.)

- **To draw a rectangle or square**
 1. Choose the Rectangle Tool or QuickShape Tool. (If you use the QuickShape Tool, click the **Polygon** button on the [QuickShape Tool Infobar](#) and set the **Number of sides** field to 4.)
 2. To draw a **rectangle** select the [Bounds Creation](#) Button on the Infobar. Drag diagonally to create the rectangle.
To draw a **square** select either
 - the [Radius Creation](#) Button on the Infobar. Create the square by dragging from the center outwards.
 - the [Diameter Creation](#) Button on the Infobar. Create the square by dragging across the diagonal of the square.

Tips

- Holding down CTRL during Radius and Diameter drags constrains the polygon to multiples of the constrain angles. To change the constrain angle, see [Changing the constrain angle](#).
- Holding down CTRL during a By Bounds drag creates a square instead of a rectangle.
- Holding down SHIFT during the drag forces creation from the center of the rectangle or square.

Related Topics

[Rectangle Tool](#)
[QuickShape Tool](#)
[QuickShapes](#)
[Rectangles](#)
[Squares](#)

Drawing shapes

You can use the Pen, Shape Editor or Freehand & Brush Tools to draw shapes.

- The Shape Editor Tool is the most flexible and accurate. You can also edit lines and shapes with it.
- The Freehand & Brush Tool lets you draw and edit shapes by following freehand mouse movements.
- The Pen Tool is provided for users familiar with programs such as CorelDRAW and Adobe Illustrator.

What do you want to do?

- [Draw a shape with the Shape Editor Tool](#)
- [Draw a shape with the Freehand & Brush Tool](#)
- [Draw a shape with the Pen Tool](#)

Tip

- You can draw rectangles and squares using the Rectangle Tool; ellipses and circles using the Ellipse Tool and regular polygons and stars using the QuickShape Tool.

Related Topics

[Shapes](#)

[Lines and shapes](#)

Drawing shapes with the Freehand & Brush Tool

The Freehand & Brush Tool lets you draw shapes that follow the movements of the mouse.

■ To draw a shape with the Freehand & Brush Tool

1. Choose the Freehand & Brush Tool.
2. Move the mouse pointer to where you want the line to start.
3. Drag the mouse to draw a line.
4. Release the mouse button over the start of the line to complete the shape. A '+' by the mouse pointer shows when you are over the start point.

Important: line drawing stops as soon as you release the mouse button.

As you are drawing the outline of the shape you can do the following:

- [Draw straight lines sections](#)
- [Erase part of the freehand line](#)

Tip

- The final line can follow every movement of the mouse or be a smooth following line. This is called smoothing the line. See [Smoothing a freehand line](#).

Movie

{button ,EF("XaraDemo.exe","FreeDraw.avi Drawing Lines and Shapes with the Freehand Tool",1,`) } Drawing lines with the Freehand & Brush Tool

Related Topics

[Shapes](#)

[Lines and shapes](#)

[Freehand & Brush Tool](#)

Drawing shapes with the Pen Tool

The Pen Tool has limited functionality but will be familiar to users of packages such as CorelDRAW. You can use it to draw and change [lines](#) and [shapes](#).

■ To draw a line with the Pen Tool

1. Choose the Pen Tool
2. Move the mouse pointer to where you want to start drawing. Click to create a [point handle](#).
3. Move the pointer to the next position around the edge of the shape.
4. Either:
 - drag to add a curved segment and shape it,
 - or click to add a straight segment.
5. Repeat steps 3 and 4 as necessary to draw the outline of the shape.
6. To complete the shape click on the start point. A '+' by the mouse pointer shows when you are over the start point.

Tips

- You cannot use the Pen Tool to change the shape of the line. For this use the [Shape Editor Tool](#) or [Freehand & Brush Tool](#).
- You can also create shapes using the Shape Editor Tool. This has more features and you may find it easier to use.

Movie

{button ,EF("XaraDemo.exe", "PenDraw Drawing Lines and Shapes with the Pen Tool",1,`) } Drawing lines with the Pen Tool

Related Topics

[Shapes](#)

[Lines and shapes](#)

[Pen Tool](#)

Drawing shapes with the Shape Editor Tool

The Shape Editor is the main tool for creating and editing [shapes](#).

■ To create a shape with the Shape Editor Tool

1. Ensure no lines or shapes are selected (see [Selecting objects](#)).
2. Choose the Shape Editor Tool.
3. Move the mouse pointer to where you want to start drawing. Click to create a [point handle](#).
4. Move the pointer to the next position around the edge of the shape. Click again. This draws a **line segment** between the two points.
5. Repeat step 4 as necessary to draw the outline of the shape.
6. To complete the shape click on the start point. A '+' by the mouse pointer shows when you are over the start point.

As you are drawing the shape:

- To create a straight line segment, first click the **Straight lines** button on the [Shape Editor Tool Infobar](#) (or press S).
- To create a curved line segment, first click the **Curved lines** button on the Infobar (or press C).

Tips

- If you do not deselect lines and shapes in step 1, you might accidentally extend an existing line. See [Extending a line](#).
- You can adjust the shape by dragging the point handles either as you draw or after you finish. If you move an intermediate point handle during drawing, see [Extending a line](#) for how to complete the line.
- Holding down CTRL as you drag, constrains movement of the handle to certain angles. For information on changing the constrain angle, see [Changing the constrain angle](#).
- In step 6 you can also press RETURN to complete the shape.

Movie

{button ,EF("XaraDemo.exe", "CurvDraw.avi Drawing Lines and Shapes with the Shape Editor Tool",1,`) } Drawing lines with the Shape Editor Tool

Related Topics

[Shapes](#)

[Lines and shapes](#)

[Shape Editor Tool](#)

Drawing star-shaped polygons

The QuickShape Tool lets you create starred polygons quickly and easily.

■ To draw a starred polygon

1. Choose the QuickShape Tool.
2. Click on the **Star** button on the [QuickShape Tool Infobar](#) (If there are any QuickShapes selected, press ESC first to deselect them.)
3. To draw a non-symmetrical polygon, select the **Bounds Creation** button on the Infobar. Drag diagonally to create the polygon. To draw a symmetrical polygon select either
 - the **Radius Creation** button on the Infobar . Create the polygon by dragging from the center outwards.
 - the **Diameter Creation** button on the Infobar. Create the polygon by dragging across the diameter of the polygon.
4. If you want the polygon to have rounded corners, click the **Curved Corners** button on the Infobar.

Tips

- Hold down CTRL during a radius and diameter drags to constrain the polygon to multiples of the constrain angles. To change the constrain angle, see [Changing the constrain angle](#).
- Hold down CTRL during a bounds drag to create a symmetrical polygon.
- Hold down SHIFT during the drag to create the polygon from the center outwards.

Related Topics

[Polygons](#)

[QuickShape Tool](#)

Drawing straight lines with the Freehand & Brush Tool

Normally the Freehand & Brush Tool draws a [line](#) that follows movements of the mouse. You can also draw straight sections of line.

- **Drawing straight lines with the Freehand & Brush Tool**

1. Press ALT during the drag
2. Move the mouse pointer to the end of the straight section and release ALT. (To help you, the straight line is shown on screen while the ALT key is pressed.)

You can then continue drawing the freehand line. Remember not to release the mouse button!

Tip

- To constrain the straight line to the constrain angles, press CTRL+ALT. To change the constrain angle, see [Changing the constrain angle](#).

Related Topics

[Freehand & Brush Tool](#)

[Lines](#)



Duplicate (Edit Menu) CTRL+D

Duplicate creates a copy of the selection a certain distance from the original. After the copy has been created, it is selected and the original deselected.

Tips

- To duplicate an object quickly, right-click on it to open the pop-up menu and choose **Duplicate**.
- For information on how to change the distance, see [Changing the duplication distance](#).

{button ,KL('objects,copying',0,`____No_Topics_Found`,`)} **Related Topics**

EPS Export Dialog Box

The Xara X EPS Export dialog box allows you to control various characteristics of the EPS you export from Xara X. For more information on Xara X EPS, see the [Xara X EPS Overview](#).

- [PostScript Language Level](#)
- [Resolution](#)
- [Export Text As Curves](#)

EPS Export Dialog Box - Export Text As Curves

EPS Export Dialog Box - PostScript Language Level

EPS Export Dialog Box - Resolution

EPS Overview

You can export Xara X EPS files using Export on the File menu. Xara X EPS files are placeable EPS or a printing form of EPS. This form of EPS is intended to be sent directly to a PostScript printer, to be sent to a separating program for typesetting, or to be embedded in another application's files for downloading to a PostScript printer when that file is printed. Note that this is not a suitable format for transferring drawings between programs.

PostScript Language Level

You can export Xara X EPS at PostScript Level 1 or Postscript Level 2. When you export the EPS file, you can choose Level 1, Level 2 or Automatic. The default is 'Automatic' which outputs PostScript which will run on Level 1 interpreters, but which will take advantage of Level 2 interpreters. Set the Level 2 option if you are sure your PostScript interpreter is Level 2 - this may result in faster printing, especially if your document uses bitmaps and/or transparency heavily. The Level 1 setting should be used if difficulties occur with printing PostScript, but should rarely, if ever, be needed, due to the auto-detection systems used by the 'Automatic' setting. If in doubt, use the automatic setting.

Exporting bitmaps, bevels, shadows and transparency

If your drawing contains bitmaps, bevels, shadows, or transparency, Xara X stores bitmap data in the file when exporting as Xara X EPS (PostScript does not support transparent objects). You can control the resolution of this bitmap data. It defaults to 200 pixels per inch. If you find this is not right, you can override this with a manual setting. Bitmap resolution is always measured in pixels per inch (or dots per inch if you prefer). Xara X will not let you export bitmap data in an EPS file at more than 600 pixels per inch, whatever method you choose. This is because 600 dots per inch is very high resolution indeed and can produce very large EPS files - any higher resolution is unnecessary. 300 dpi should be considered a practical maximum for exporting bitmap data to EPS.

Fonts

When exporting text objects in EPS files, there is the usual PostScript problem of font matching to consider. If you are using fonts in your document that you know or think your typesetter/printer does not have, then you can choose to export all text as shapes. This means all text objects will be accurately printed when the EPS is printed. However, because the text is now sent as shapes and not using a proper PostScript font, you may find that small text does not print well, due to lack of hinting. If this is the case, disable printing of text as shapes, and solve the problem using font mapping.

Some programs (such as Quark XPress) do not warn you about missing fonts - always check the printed output carefully.

Font mapping

When exporting EPS, Xara X uses a font mapping table to convert TrueType font names to PostScript font names. The most common font names are built in to Xara X's font mapping table, but you may add your own, if you know the name of a font that your typesetter/printer has, and you know which of your TrueType fonts it resembles.

To edit Xara X's font mapping table, you must edit the registry. **Do this only if you know how to edit registry values.** To edit the font mappings, type **regedit** at the command prompt to open the Registry Editor. Open HKEY_CURRENT_USER\Software\Xara\Xara X\Version XX\Options\EPSFontMapping\ (where XX is the version of Xara X you use) and add a new Value with the name of the TrueType font. Set the Data to the name of the PostScript font. The font mappings will look something like this:

Times-New-Roman	"Times-Roman"
Times-New-Roman-Bold	"Times-Bold"
Times-New-Roman-Italic	"Times-Italic"
Times-New-Roman-BoldItalic	"Times-BoldItalic"
Courier-New	"Courier"
Courier-New-Bold	"Courier-Bold"

<... rest of table deleted for simplicity...>

The font mapping is simple - the TrueType name is on the left, and the PostScript name is on the right. You can add as many new mappings as you like, however bear in mind the following points:

- TrueType names often contain spaces - replace these with dashes when specifying these in font mappings - for example, "Times New Roman" has been changed to "Times-New-Roman" in the excerpt shown above.
- You will need to map bold and italic variations explicitly, due to the way PostScript font names work. Again, as you can tell from the examples above, bold variations have "-Bold" added to the end, and italic versions have "-Italic" added to the end. If the font is both bold and italic, it has "-BoldItalic" added to the end, and NOT "-Bold-Italic", "-ItalicBold", "-Italic-Bold" or any other permutations.

Here are some examples:

Mapping the TrueType font "ZapfDingbats BT" to the PostScript font "ZapfDingbats":

ZapfDingbats-BT	"ZapfDingbats"
-----------------	----------------

Mapping the TrueType font "Avanti" to the PostScript font "AvantGarde":

Avanti	"AvantGarde-Demi"
Avanti-Italic	"AvantGarde-DemiOblique"
Avanti-Bold	"AvantGard-Bold"
Avanti-BoldItalic	"AvantGard-BoldOblique"

Mapping the TrueType font ZapfChancery to the PostScript version:

ZapfChancery "ZapfChancery-MediumItalic"

Mapping the TrueType font Michael to the PostScript font Palatino:

Michael	"Palatino-Roman"
Michael-Bold	"Palatino-Bold"
Michael-Italic	"Palatino-Italic"
Michael-BoldItalic	"Palatino-BoldItalic"

Edit Brush Dialog Box - Fill Properties Tab

These are miscellaneous options.

Local colors replace

The designer of the brush can use either local colors or named colors when creating the brush. The following options control what happens when you apply a new line color.

All brush colors

Applying a new line color changes all the colors in the brush.

Named brush colors

Applying a new line color changes any named colors in the brush. Local colors do not change.

No brush colors

You cannot change the colors of the brush objects.

Tile fills

If the brush design includes a bitmap fill you have the option of:

- (option off) treating each brush repeat as a separate set of objects. The fill appears as in the original brush design.
- (option on) treating the entire line as a single object. The fill tiles across the entire line.

The difference is most obvious along a curved line. With the option off, the bitmap aligns with the line. With the option on, the bitmap repeats horizontally and ignores the curvature of the line.

Random color changes

These two sliders let you apply random color changes to the brush.

Saturation

The slider controls the minimum saturation. (Saturation is the amount of white in the color.) Has no effect on black objects.

Hue

The slider controls the color shift around the HSV color wheel. Has no effect for black, white, or gray colors.

Save/Save as new/Close

{button ,KL('brush strokes',0,` ____ No_Topics_Found`,`)} Related Topics

Edit Brush Dialog Box - Offset Tab

These options let you alter the distance between the original line and objects in the brush.

Direction from line

Select from the drop-down list. You have options for: on the line; to one side; alternately either side; or randomly arranged either side.

Distance

Controls the distance from the original line to the first brush object. Dimmed if **On line** selected. The distance of the other objects is controlled by the Adding and Random controls.

Random

Gives a random distance from the line. The slider limits the distance; for example, **50-200%** limits the distance to between 50% to 200% of the original value.

Randomize

Generate a new random set of distances. If you prefer the previous values, click Undo.

Save/Save as new/Close

{button ,KL('brush strokes',0,`____No_Topics_Found`,`)} Related Topics

Edit Brush Dialog Box - Rotation Tab

These options let you control the rotation of objects in the brush as they follow the line.

Rotate along the line

With this option selected, the brush objects follow the curvature of the line. When deselected, all the objects have the same orientation.

Brush angle

Sets the angle of the objects.

Rotation changes by:

Adding

Gives an increasing rotation angle between objects by adding the value to the previous angle. For example 10% increases the angle by 10% of the original value. For example, if the original value is 30 degrees, following angles are 33° (10% of 30°), 36°, 39° and so on.

Random

Gives a random rotation between objects. The slider limits the rotation; for example, 50-200% limits the rotation to between 50% to 200% of the original value.

Randomize

Generate a new random set of angles. If you prefer the previous values, click Undo.

Save/Save as new/Close

{button ,KL('brush strokes',0,`____No_Topics_Found`,`)} Related Topics

Edit Brush Dialog Box - Scaling Tab

These options let you progressively increase or decrease the size of objects in the brush. Use Line width to set the basic size of the objects.

Scaling changes by:

Random

Gives a random scaling change between objects. The slider limits the difference; for example, **50-200%** limits the scaling to between 50% to 200% of the original size.

Pressure

This has an effect only when using a pressure-sensitive input device such as a graphics tablet. The scaling is controlled by the pressure you applied when creating the line.

Randomize

Generate a new random set of scaling changes. If you prefer the previous values, click Undo.

Save/Save as new/Close

{button ,KL('brush strokes',0,`____No_Topics_Found`,`)} **Related Topics**

Edit Brush Dialog Box - Spacing Tab

These options let you alter the spacing between objects in the brush. In all cases 100% is the spacing intended by the designer of the brush.

Spacing

Give regular spacing. For example **110%** spaces each object at 110% of its original distance.

Random

Gives a random distance between objects. The slider limits the distance; for example, **50-200%** limits the distance to between 50% to 200% of the original distance.

Sequence progresses

Suppose you have a brush design of -->.

Forward: the line looks like -->-->-->

Backward: the line looks like <--<--<--

Mirror: the line looks like --><----> (alternative designs reversed)

Random: random reverses.

Randomize

Generate a new random set of distances or sequence changes. (This button applies to both Random options.) If you prefer the previous values, click Undo.

Save/Save as new/Close

{button ,KL('brush strokes',0,`____No_Topics_Found`,`)} Related Topics

Edit Brush Dialog Box - Transparency Tab

Flat transparency also changes the transparency of the line. (Other transparency types have no effect on the line.) You can also use semitransparent objects in creating the brush. These sliders let you override any transparency applied to the brush.

Transparency

0% - no change

positive values - increase the transparency. Has no effect on any fully transparent objects.

negative values - decrease the transparency. Affects only to transparent or semitransparent objects.

Pressure

This has an effect only when using a pressure-sensitive input device such as a graphics tablet. The transparency is controlled by the pressure you applied when creating the line. the slider sets the range within which transparency can vary.

Save/Save as new/Close

{button ,KL('brush strokes',0,`____No_Topics_Found`,`)}} **Related Topics**

Edit Brush Dialog Box

This dialog box lets you edit the brush stroke of a line. You can: (a) change just the selected line, (b) change the selected line (if any) and the current brush, or (c) the selected line (if any) and create a new brush.

- [Spacing Tab](#)
- [Offset Tab](#)
- [Scaling Tab](#)
- [Rotation Tab](#)
- [Transparency Tab](#)
- [Fill Properties Tab](#)

[Save/Save as new/Close](#)

Movie

{button ,EF("XaraDemo.exe",`EdBrush Editing a Brush',1,`) } Editing a Brush

{button ,KL('brush strokes',0,`____No_Topics_Found',`) } Related Topics

Edit Control Bar

- Cut
- Copy
-  Paste
-  Paste Attributes
-  Paste in Same Position
- Delete
-  Select All
- Clear Selection
-  Duplicate
- Clone

{button ,KL(^control bars',0,`____No_Topics_Found',`)} **Related Topics**

Edit Menu

- Undo
- Redo
- Cut
- Copy
- Paste
- Paste Attributes
- Delete
- Select All
- Clear Selection
- Duplicate
- Clone

Save as new

Create a new brush. This leaves the original brush unchanged.

Save

Update the selected brush with these changes. If you have edited one of the default brushes, clicking **Save** creates a new brush in the document.

Close

Any changes apply only to the selected line (if any). This leaves the original brush unchanged.

Notes:

- Xara X saves only brushes used in the document. It discards unused brushes when you quit the program. To ensure a brush always gets saved, draw a line in the gray pasteboard area and apply the brush to that line. (Items in the pasteboard area are non-printing.)
- To edit or add to the default set of brushes, see [this page](#).

Locking a color (Create Bitmap Copy)

(Up to 256 color formats)

You can specify the number of colors you want in the palette of bitmaps. You may want to ensure that certain colors always appear in the palette; you can Lock these colors.

- **To lock a color**

1. The Create Bitmap Copy dialog box displays the bitmap palette. (Color Depths up to 256-color only.) Click on a color to select it.
2. Select the **Lock** button. A small square appears in the bottom left of the color to tell you it is a locked color.

Notes:

- For more information on the Create Bitmap Copy dialog box click the Help button on this dialog box.
- You can also select a color using the Color Selector (the "eye-dropper"). Click on the required color in the Preview window.

Related Topics

[Editing colors \(Create Bitmap Copy\)](#)

Locking a color (bitmap export)

(GIF, BMP & PNG, up to 256 colors)

You can specify the number of colors you want in the palette of exported bitmaps. You may want to ensure that certain colors always appear in the palette; you can Lock these colors.

- **To lock a color**

1. The Bitmap Export dialog box displays the bitmap palette. (Color Depths up to 256-color only.) Click on a color to select it.
2. Select the **Lock** button. A small square appears in the bottom left of the color to tell you it is a locked color.

Notes:

- For more information on the Bitmap Export dialog box click the Help button on this dialog box.
- You can also select a color using the Color Selector (the "eye-dropper"). Click on the required color in the Preview window.

Related Topics

[Editing colors \(bitmap export\)](#)

Editing a color (Create Bitmap Copy)

This gives you full control over the colors in the bitmap copy. You may for example want to exactly match the color of your web page background.

- **To edit a color**

1. The Create Bitmap Copy dialog box displays the bitmap palette. (Color Depths up to 256-color only.) Click on an entry to select it.
2. Type in new values for the color (**Value:**). A small square appears in the bottom right of the color to tell you it has been edited.

Notes:

- You can define colors in RGB as hex (0-FF), 0-255, or 0-100%, or HSV. Use whichever you find easiest: the available range of colors is identical in all cases.
- For more information on the Create Bitmap Copy dialog box click the Help button on this dialog box.
- You can also select a color using the Color Selector (the "eye-dropper"). Click on the required color in the Preview window.

Related Topics

[Editing options \(Create Bitmap Copy\)](#)

Editing a color (bitmap export)

(GIF, BMP & PNG, up to 256 colors)

This gives you full control over the colors in the exported bitmap. You may for example want to exactly match the color of your web page background.

- **To edit a color**

1. The Bitmap Export dialog box displays the color palette of the bitmap. (Color Depths up to 256-color only.) Click on a color in the palette to select it.
2. Type in new values for the color (**Value:**). A small square appears in the bottom right of the color to tell you it has been edited.

Notes:

- You can define colors in RGB as hex (0-FF), 0-255, or 0-100%, or HSV. Use whichever you find easiest: the available range of colors is identical in all cases.
- For more information on the Bitmap Export dialog box click the Help button on this dialog box.
- You can also select a color using the Color Selector (the "eye-dropper"). Click on the required color in the Preview window.

Related Topics

[Editing options \(bitmap export\)](#)

Deleting a color (Create Bitmap Copy)

(Up to 256-color formats)

For web pages you want graphics that download quickly, which means making the files small. One way to do this is to reduce the number of colors used in the palette. In the Create Bitmap Copy dialog box you can either:

- type a new value into the **Colors used** field. This deletes the least used colors.
- or selectively delete colors.
- **To selectively delete a color**
 1. The Create Bitmap Copy dialog box displays the bitmap palette. (Color Depths up to 256-color only.) Click on a color to select it.
 2. Click the **Delete** button. A cross appears in the color to tell you it has been deleted.

- **To undelete a color**

This restores a color deleted by reducing the number of colors in the palette.

1. Click on the color to select it.
2. Click the **Restore** button.

Notes:

- For more information on the Create Bitmap Copy dialog box click the Help button on this dialog box.
- You can also select a color using the Color Selector (the "eye-dropper"). Click on the required color in the Preview window.

Related Topics

[Editing colors \(Create Bitmap Copy\)](#)

Deleting a color (bitmap export)

(GIF, BMP & PNG, up to 256 colors)

For web pages you want graphics that download quickly, which means making the files small. One way to do this is to reduce the number of colors used in the palette. In the Bitmap Export dialog box you can either:

- type a new value into the **Colors used** field. The least used colors are deleted.
- or selectively delete colors.
- **To selectively delete a color**
 1. The Bitmap Export dialog box displays the color palette of the bitmap. (Color Depths up to 256-color only.) Click on a color in the palette to select it.
 2. Click the **Delete** button. A cross appears in the color to tell you it has been deleted.

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This restores a color deleted by reducing the number of colors in the palette.

1. Click on the color to select it.
2. Click the **Restore** button.

Notes:

- For more information on the Bitmap Export dialog box click the Help button on this dialog box.
- You can also select a color using the Color Selector (the "eye-dropper"). Click on the required color in the Preview window.

Related Topics

[Editing colors \(bitmap export\)](#)

Make a color transparent (Create Bitmap Copy)

(Up to 256-color formats only)

These formats can have transparent areas in the bitmap. This is done by making one of the entries in the color palette a special "transparent" color. (So a 16-color bitmap with transparency contains 15 colors plus transparency.)

■ **To make a color transparent**

1. The Create Bitmap Copy dialog box displays the bitmap palette. (Color Depths up to 256-color only.) Click on a color to select it.
2. Click the **Make transparent** button. A small square appears in the top left of the color to tell you it is transparent. Any parts of the bitmap that use this color become transparent.

Notes:

- You can make multiple palette entries transparent.
- There is a more advanced type of graduated transparency called "alpha-channel" rather than this simple on-off transparency. True-color with alpha-channel transparency is an option on the **Color depth** list on the Create Bitmap Copy dialog box.
- For more information on the Create Bitmap Copy dialog box click the Help button on this dialog box.
- You can also select a color using the Color Selector (the "eye-dropper"). Click on the required color in the Preview window.

Related Topics

[Editing colors \(Create Bitmap Copy\)](#)

Make a color transparent (bitmap export)

(GIF, & PNG up to 256 colors only)

These formats can have transparent areas in the bitmap. This is done by making one of the entries in the color palette a special "transparent" color. (So a 16-color GIF or PNG with transparency contains 15 colors plus transparency.)

■ **To make a color transparent**

1. The Bitmap Export dialog box displays the color palette of the bitmap. (Color Depths up to 256-color only.) Click on a color in the palette to select it.
2. Click the **Make transparent** button. A small square appears in the top left of the color to tell you it is transparent. Any parts of the bitmap that use this color become transparent.

Notes:

- A separate button (**make background transparent**) makes the background transparent. (The background is any areas not covered by the selected objects.) This is the usual type of transparency but the **Make transparent** option gives you full control. You could for example use it to create cut-outs in the exported bitmap.
- In Xara X you can make multiple palette entries transparent. However PNG & GIF files can have only one transparent palette entry so Xara X merges together all transparent entries when exporting the file. Thus, if the palette in this dialog box contains five colors and three transparent entries, the exported bitmap palette contains six entries: the same five colors and one transparent entry.
- PNG (true-color) has a more advanced type of graduated transparency called "alpha-channel" rather than this simple on-off transparency. True-color with alpha-channel transparency is an option on the **Color depth** list on the Bitmap Export dialog box.
- For more information on the Bitmap Export dialog box click the Help button on this dialog box.
- You can also select a color using the Color Selector (the "eye-dropper"). Click on the required color in the Preview window.

Related Topics

[Editing colors \(bitmap export\)](#)

Making a color web-safe (Create Bitmap Copy)

(Up to 256-color formats, optimized palette only)

Both Netscape Navigator and Microsoft Internet Explorer have a common palette of 216 colors (called the "web-safe" colors). When displayed in 256-color screen modes, these colors are not dithered and so look better than dithered colors. This is particularly important for large areas of flat color. (Dithering uses a pattern of colored dots to give the illusion of extra colors.)

■ **To make a color web-safe**

1. The Create Bitmap Copy dialog box displays the bitmap palette. (Color Depths up to 256-color only.) Click on a color to select it.
2. Select the **Web safe** button. A small square appears in the center of the color to tell you it is web-safe.

Notes:

- For more information on the Create Bitmap Copy dialog box click the Help button on this dialog box.
- You can also select a color using the Color Selector (the "eye-dropper"). Click on the required color in the Preview window.

Related Topics

[Editing colors \(Create Bitmap Copy\)](#)

Making a color web-safe (bitmap export)

(GIF, BMP & PNG, up to 256 colors; optimized palette only)

Both Netscape Navigator and Microsoft Internet Explorer have a common palette of 216 colors (called the "web-safe" colors). When displayed in 256-color screen modes, these colors are not dithered and so look better than dithered colors. This is particularly important for large areas of flat color. (Dithering uses a pattern of colored dots to give the illusion of extra colors.)

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Notes:

- For more information on the Bitmap Export dialog box click the Help button on this dialog box.
- You can also select a color using the Color Selector (the "eye-dropper"). Click on the required color in the Preview window.

Related Topics

[Editing colors \(bitmap export\)](#)

Editing brushes

See also [Changing the brush design](#).

[Brushes](#) let you apply patterns to lines and the outlines of shapes. The [Line Gallery](#) and the [Freehand & Brush Tool](#) have a wide selection of predefined brushes or you can [create your own](#). You can edit existing brushes either to modify them or to extend the range of brushes available to you.

■ To edit a brush

1. Make sure there are no selected objects - see [Deselecting objects](#).
2. Select the Freehand & Brush Tool.
3. Select the brush you want to edit from the **Select brush** drop-down list.
4. Click **Edit brush**.
5. Make the required changes to the brush - [details of available options](#).
6. To save the changes click [Save/Save as new/Close](#)

Note

- In step 1 you can also click on a line or shape that uses the brush you want to edit.

Movie

`{button ,EF("XaraDemo.exe",`EdBrush Editing a Brush',1,`) } Editing a Brush`

`{button ,KL('brush strokes',0,`____No_Topics_Found',`) } Related Topics`

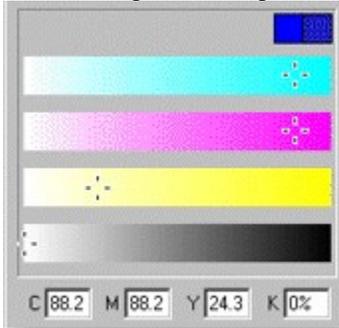
Editing colors in CMYK

Normal colors and linked colors can be edited in several [color models](#). One of these is [CMYK](#).

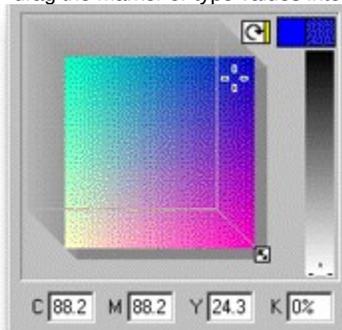
To edit a color in CMYK

1. Choose **Color Editor** from the Utilities menu.
2. Choose the color you want to edit from the menu or drag-and-drop it onto the editor.
3. Right-click on the Color Editor and select **CMYK**.

When editing a color using the CMYK color model, the Color Editor can be used in two modes:



This mode displays the four component colors as bars (Cyan, Magenta, Yellow and Key (black)). To alter the level of each color, drag the marker or type values into the fields below the bars.



This mode displays a slice through a color cube. The small arrow button to the top of the cube changes the component on the diagonal axis of the cube, much like rotating it. The small color strip on it indicates the diagonal component.

On the right-hand side of the cube slice is the Key bar, ranging from 0% Key (no black) to 100% Key (black).

To edit the color, drag the marker on the slice, or drag the slice using the handle on the diagonal and move the marker on the Key color bar. When the marker on the cube slice is being dragged, the CTRL key can be held down to constrain its movement to horizontal and vertical.

The mode used is set using the 3D button. Deselect it for slider editing, select it for color cube editing. Use the mode you find most intuitive.

Note

If you are editing a [linked color](#), some of the values will be constrained by white boundaries (shown on the editing area) depending on the inheritance scheme in use.

The values can be edited in one of two units, percentages (0% to 100%) or values (0 to 255). Which is used is set by the Color Units setting, see [Changing the color units](#). If you need to enter a value in the other format, you can force the units by typing (for example "25%" (for a percentage) or "25d" (for 0 to 255 value).

{button ,KL('color editor overview',0,`___No_Topics_Found`,`)} Related Topics

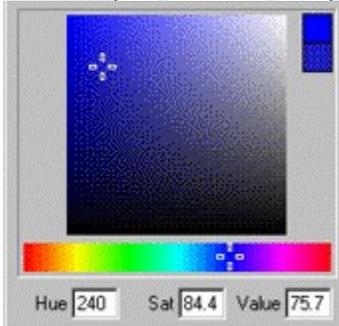
Editing colors in HSV

Normal colors and linked colors can be edited in several [color models](#). [HSV](#) is one of these.

■ To edit a color in HSV

1. Choose **Color Editor** from the Utilities menu.
2. Choose the color you want to edit from the menu or drag-and-drop it onto the editor.
3. Right-click on the Color Editor and select **HSV**.

The HSV ([Hue](#), [Saturation](#), [Value](#)) model is often found to be the most intuitive color model.



To use this color model, choose the Hue from the rainbow colored strip along the bottom. This represents the edge of a circle, hence both ends are red. The Hue is an angle around the circle and can be entered in the Hue field.

The marker in the square panel represents the Saturation and Value components of the color. These values can also be entered in fields under the color strip.

The marker can be dragged and will be constrained to the horizontal and vertical axes if the CTRL key is held down during the drag.

Note

If you are editing a linked color, some of the values will be constrained by white boundaries (shown on the editing area) depending on the inheritance scheme in use. If the Hue has been inherited, the marker on the Hue line will be bound by a white circle and cannot be moved.

The Saturation and Value can be edited in one of two units, percentages (0% to 100%) or values (0 to 255). Which is used is set by the Color Units setting, see [Changing the color units](#). If you need to enter a value in the other format, you can force the units by typing (for example) "25%" (for a percentage) or "25d" (for 0 to 255 value). Hue is always an angle of 0 to 360 degrees.

{button ,KL(^color editor overview',0,`____No_Topics_Found',`)} **Related Topics**

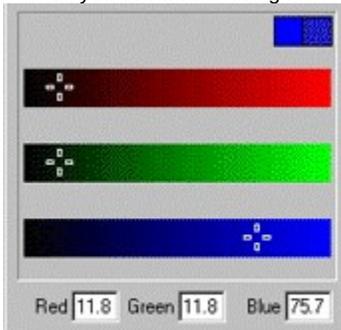
Editing colors in RGB

Normal colors and linked colors can be edited in several color models, one of which is RGB. You have three options in how you define RGB colors: 0-100%, 0-255 or as six hex digits (0-9, a-f - see Notes). You can define the same range of colors using any option.

■ To edit a color in RGB

1. Choose **Color Editor** from the Utilities menu.
2. Choose the color you want to edit from the menu or drag-and-drop it onto the editor.
3. Right-click on the Color Editor and select **RGB** (for 0-100% or 0-255) or **RGB web** (for hex digits).

When you edit a color using the RGB color model, the Color Editor looks like this:



Notes:

- If you are editing a linked color, some of the values will be constrained by white boundaries (shown on the editing area) depending on the inheritance scheme in use.
- Many colors on web pages are defined as six hex digits. To create these colors in Xara X use the **RGB web** option. Letters can be upper or lower-case; "abcdef" and "ABCDEF" are identical colors.
- To select between 0-100% and 0-255, see Changing the color units. If you need to enter a value in the other format, you can force the units by typing (for example) "25%" (for a percentage) or "25d" (for 0 to 255 value).

{button ,KL(^color editor overview',0,`____No_Topics_Found',`)} **Related Topics**

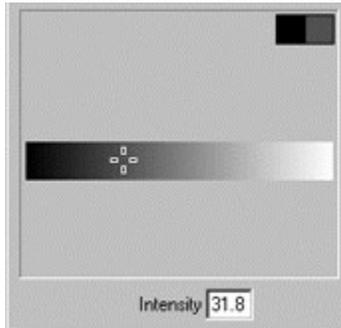
Editing colors in grayscale

[Normal colors](#) and [linked colors](#) can be edited in several [color models](#). [Grayscale](#) is one of these.

■ To edit a color in grayscale

1. Choose **Color Editor** from the Utilities menu.
2. Choose the color you want to edit from the menu or drag-and-drop it onto the editor.
3. Right-click on the Color Editor and select **Grayscale**

The [grayscale model](#) defines shades of gray between white (100%) and black (0%) by setting the amount of white (intensity). This color model is the easiest to use when creating black-and-white illustrations.



The value can be altered by dragging the marker on the bar, or entering a value into the Intensity field. 3D editing is not available for this color model.

The value can be edited in one of two units, percentages (0% to 100%) or values (0 to 255). Which is used is set by the Color Units setting, see [Changing the color units](#). If you need to enter a value in the other format, you can force the units by typing (for example) "25%" (for a percentage) or "25d" (for 0 to 255 value).

{button ,KL(`color editor overview',0,`____No_Topics_Found`,`')} **Related Topics**

Editing colors in the Create Bitmap Copy palette

(Up to 256-color formats only)

If you want full control over the colors in Create Bitmap Copy, you can edit the palette before creating the bitmap.

Options:

- Lock a color - locked colors always appear in the palette even if you reduce the number of colors.
- Make a color web-safe - snap the color to the nearest color in the 216-color browser palette.
- Edit a color - change the definition of any of the colors.
- Make a color transparent
- Delete a color

Editing colors in the bitmap export palette

(GIF, BMP & PNG, up to 256-color formats only)

If you want full control over the colors in exported bitmaps, you can edit the palette before saving to disk.

Options:

- Lock a color - locked colors always appear in the palette even if you reduce the number of colors.
- Make a color web-safe - snap the color to the nearest color in the 216-color browser palette.
- Edit a color - change the definition of any of the colors.
- Make a color transparent
- Delete a color

Editing text

There are two editing modes used with the Text Tool. You can either change the text using the text cursor or by changing a selected region of text

- **To edit text with the text cursor**

1. Choose the Text Tool.
2. Click in the text object to insert the text cursor.
3. Edit the text as required (see [List of Text Tool Key Shortcuts](#)).

- **To edit text selections**

When a region of text has been selected (see [Selecting text](#)) you can:

- Apply attributes to the selected region - see [Applying attributes to text](#)
- Replace the selected region by typing new text.

- **To scale and stretch text**

You can use either the Text Tool (see [Changing the size of text](#) or [Changing the aspect ratio of text](#)) or the Selector Tool (see [Scaling objects](#) or [Stretching objects](#)).

For information on changing the width of a column text object, see [Resizing column text](#).

Tip

- Whenever the [text cursor](#) is moved it takes on the attributes of the character to its left.

Movie

{button ,EF("XaraDemo.exe", "EditText Editing Text",1,') } Editing text

Related Topics

[Text Tool](#)

[Text objects](#)



Ellipse Tool - Bounds Creation Button



The **Bounds Creation** button on the [Ellipse Tool Infobar](#) selects [Bounds Creation](#).

Related Topics

[Ellipse Tool](#)

[Ellipses](#)



Ellipse Tool - Diameter Creation Button

This button on the [Ellipse Tool Infobar](#) selects [Diameter Creation](#).

Related Topics

[Ellipse Tool](#)

[Ellipses](#)

▪ Ellipse Tool - Mode Indicator

New:

This indicator on the [Ellipse Tool Infobar](#) displays the 'mode' of the tool. It displays one of the following:

New:

Any changes you make to the controls on the Infobar will apply to all subsequent ellipses you draw.

Change:

The selection contains at least one elliptical QuickShape. Changes made to the Infobar fields alter the selected ellipse(s).

Related Topics

[Ellipse Tool](#)

[Ellipses](#)

• Ellipse Tool - Parameters Field



These fields on the [Ellipse Tool Infobar](#) allow the accurate editing of elliptical QuickShape parameters. From the drop-down list choose either

- The width and height of the ellipse,
- The coordinates of the center of the ellipse.

Alter the values by typing into the edit fields and pressing RETURN or using the arrow buttons.

Related Topics

[Ellipse Tool](#)

[Ellipses](#)

[Units overview](#)

• Ellipse Tool - Radius Creation Button



This button on the [Ellipse Tool Infobar](#) selects [Radius Creation](#).

Related Topics

[Ellipse Tool](#)

[Ellipses](#)

Ellipse Tool **SHIFT+F4**

The Ellipse Tool creates and edits elliptical and circular [QuickShapes](#). It is a customized version of the [QuickShape Tool](#). For information about QuickShapes, see the [QuickShapes Overview](#).

Ellipse Tool Infobar Controls

	Bounds Creation
	Diameter Creation
	Radius Creation
<input data-bbox="185 495 324 529" type="text" value="New:"/>	Mode Indicator

Parameters

Ellipse Tool Operations

[Drawing ellipses and circles](#)

[Rotating ellipses](#)

[Scaling ellipses](#)

[Stretching ellipses](#)

[Changing a polygon into an ellipse](#)

[Changing a rectangle into an ellipse](#)

[Changing an ellipse into a polygon](#)

Movie

{button ,EF("XaraDemo.exe", "ellipses Ellipses and Circles",1,`) } Drawing ellipses and circles

Enabling edit handles

Edit handles allow you to edit an object's shape with the Selector Tool.

■ **To enable edit handles**

1. Choose the Selector Tool.
2. Select the **Edit Handles** button on the Selector Tool Infobar or press the **2** key on the main keyboard.

Related Topics

[Selector Tool](#)

[Edit handles](#)

Enabling fill handles and fill arrows

[Fill handles](#) and [fill arrows](#) are used to edit fills in the Fill Tool. If they are enabled in the Selector Tool, you can also use the Selector Tool to edit fills.

■ **To enable fill handles and fill arrows**

1. Choose the Selector Tool.
2. Select the **Fill Handles** button on the [Selector Tool Infobar](#) or press the **3** key on the main keyboard.

Related Topics

[Selector Tool](#)

[Fill handles](#)

[Fill arrows](#)

Enabling grid snapping

With grid snapping enabled, you can snap objects to the on-screen [grid](#).

■ To enable grid snapping

1. From the Window menu, choose **Snap to Grid**.

Tip:

- You can also enable grid snapping by pressing '.' on the numeric keypad.

Notes:

- [Scale line width](#) button on the [Selector Tool Infobar](#) affects Snap to grid. With this button selected, the **edges** of lines snap to the grid. When deselected, the **center** of lines snap.
- You can change the snapping distance. See [Changing the magnetic snapping distances](#).

Movies

{button ,EF("XaraDemo.exe","Magnet Object Snapping",1,`) } Using object snapping

{button ,KL(^grid',0,`____No_Topics_Found',`) } **Related Topics**

Enabling guide snapping

Enabling guide-snapping means all [guidelines](#) and [guide objects](#) become magnetic. Dragging a [handle](#) or [object](#) near a guide then snaps it to the guide.

- **To enable guide snapping**

1. From the Window menu, choose **Snap to Guides**.

Tips

- You can also enable guide snapping by pressing **2** on the numeric keypad.
- A magnet by the mouse pointer shows when an object is within snapping distance of the guide.
- You can change the snapping distance. See [Changing the magnetic snapping distances](#).
- Optionally, you can also snap to objects in regular layers. See [Enabling object snapping](#).
- Optionally you also snap to points on the on-screen grid. See [Enabling grid snapping](#).

Related Topics

[Guides](#)

Enabling interactive fill and transparency dragging

You can enable interactive editing of [fills](#) and [transparency](#) so you can see the fill or transparency change instantly as you move the mouse. The handles are only displayed on the screen when the mouse is not moving. If the option is not set fills and transparencies are edited by moving the handles alone and the changes are only visible when the mouse button is released.

- **To enable interactive fill dragging**

1. From the Utilities Menu, choose **Options** (see [Options](#)).
2. Click the **View** tab.
3. Select the **Interactive Fill Dragging** option.

Tip

- If you find dragging is sometimes slow with this option turned on, you don't need to turn it off. Pressing the Tab key during a drag will change the editing mode to a faster one.

Enabling object snapping

Enabling [object snapping](#) means [objects](#) become magnetic. Dragging a [handle](#) or [object](#) near an object then snaps to that object.

■ To enable object snapping

1. From the Window menu, choose **Snap to Objects**.

Tips

- You can also enable grid snapping by pressing #.
- A magnet by the mouse pointer shows when an object is within snapping distance of an object.
- You can change the snapping distance. See [Changing the magnetic snapping distances](#).
- Optionally, you can also snap to objects in guides layers. See [Enabling guide snapping](#).
- Optionally you also snap to points on the on-screen grid. See [Enabling grid snapping](#).
- **Snap to Objects** is also available from the pop-up menu; just right-click on the page.

Movie

{button ,EF("XaraDemo.exe","Magnet Magnetic Snapping",1,`) } Using magnetic snapping

{button ,KL(`object snapping',0,`___No_Topics_Found',`) } **Related Topics**

Enabling selection handles

Selection handles are used in the Selector Tool and allow objects to be resized, scaled, rotated and skewed.

■ To enable selection handles

1. Choose the Selector Tool.
2. Select the **Selection Handles** button on the Selector Tool Infobar or press the **1** key on the main keyboard.

Movie

{button ,EF("XaraDemo.exe","SelHands.avi Selection Handles",1,')} Using selection handles

{button ,KL(^tools,selector tool;selecting,selection handles',0,` ____No_Topics_Found',`)} **Related Topics**

Ensuring the current layer is always editable

When you select a [layer](#) in the Layer Gallery as the [current layer](#) (the one objects will be created in) you may find the current layer has been set so you cannot edit it. You can change this so the current layer is always editable and visible.

■ **To ensure the current layer is always editable**

1. From the Utilities Menu, choose **Options** (see [Options](#)).
2. Click the General tab.
3. Set the **Current Layer Always Visible and Editable** option.

{button ,KL(^layers',0,`____No_Topics_Found',`)} **Related Topics**

Erasing part of a freehand line

Whilst drawing a freehand line with the Freehand & Brush Tool, you can erase backwards along the line to correct a mistake.

■ To erase part of a freehand line

1. While you are drawing a line, hold down SHIFT. The pencil reverses so the eraser is downwards.
2. Move the mouse (without releasing the mouse button) backwards along the line.
3. Release SHIFT to continue drawing.

Tip

- You just need to touch the line to erase to the point where you touch.

Movie

{button ,EF("XaraDemo.exe","FreeDraw.avi Drawing Lines and Shapes with the Freehand Tool",1,`) } Drawing lines with the Freehand & Brush Tool

Related Topics

[Freehand & Brush Tool](#)

[Lines](#)

Exit (File Menu)

Choosing **Exit** from the File menu will close the program. If you have changed any documents, Xara X will ask you if you want to save them to disk before the program closes. You can also exit Xara X by doing one of the following:

- Open the application control menu, (press ALT+SPACEBAR) and choose **Close**.
- Double-click the Application Control-menu box.

If you are editing a drawing which is embedded in a document in another program, this menu item reads **Exit and Return to DocumentX** where DocumentX is the document in the other program. Selecting this item will return you to the other program after updating the drawing in the document.



Export (File Menu) CTRL+SHIFT+E

Select **Export** from the File menu to export your document in any of a wide variety of [file formats](#) (see the [List of Supported File Formats](#) for a complete list). For details on how to export a file, see [Exporting documents](#) or [Exporting part of a document](#).

Show Preview in Options

This only applies when exporting bitmaps or saving JPEGs from the Bitmap Gallery. It is dimmed for [Image Map](#) exports.

With this option selected, a Preview is automatically generated when you open the Bitmap Export dialog box (when you click **Save**). This can take a few seconds especially on slower machines.

Show preview bitmap

Select this option to preview files as you click their name.

Note

- To export an animated GIF file, use [Export Animated GIF](#) on the File menu.



Export Animated GIF (File Menu)

Select this item to export all the frames in the Frame Gallery to create an [animated GIF file](#). For more details, see [Creating animated GIF files](#).

Note

- This option is dimmed unless there are at least two frames in the Frame Gallery as you need at least two to create an animation
- You can create animated GIFs using [Animation documents](#). See [Drawing and Animation documents](#) for more details.

Related Topics

[Animated GIF files](#)

[Frames](#)

Exporting CMX files

You can export files in CMX version 5 format or CMX version 6 format. Using this format you can transfer files from Xara X to CorelDRAW (version 5 or later) You can also place CMX files on the Internet as Netscape Navigator has a plug-in that can display them. Always use CMX version 6 where possible as it stores the picture more accurately (it is a 32-bit format as opposed to a 16-bit format).

CMX 5 format has a maximum width and height of 40 inches (just over 1 meter). If your drawing is bigger than this, it is automatically scaled down when you create the CMX file (Xara X warns you if this happens.) Note that the page size is irrelevant - what matters is objects in the drawing.

Some Xara X features do not exist in CorelDRAW or are implemented differently:

- Transparency. CMX supports only flat transparency. Other transparency types are converted to flat transparency.
- Elliptical fills are converted to circular fills.
- Bitmap fills. CMX does not support rotated tiles.
- Fractal Cloud fills and Fractal Plasma fills. These will transfer fine, but are exported as bitmap fills.
- Three Color Fills and Four Color Fills will not export.
- Blends. Not part of the CMX format. Blends are exported as individual objects.
- Molds. Not part of the CMX format. The correct shape is exported but the mold outline is lost.
- QuickShapes. All QuickShapes are converted to simple shapes.

Not all of Xara X fill types have equivalents in CorelDRAW, however most fill types will transfer correctly. If you put a fill handle outside a object's bounding box, it will move so it is inside the bounding box. If you use either of the rainbow fill-effects, the two fill handles will move so they are the same distance from the edges of the bounding box.

▪ **To export a CMX file**

1. Open the document you want to export as a CMX file.
2. From the File menu, choose **Export**.
3. Select **CMX 6** (32-bit) or **CMX 5** (16-bit) from the list of file types.
4. Choose a filename and location for the file.

Note

Use CMX 5 format to export to CorelDRAW 5. Use CMX 6 for CorelDRAW 6 and later.

{button ,KL('exporting,part of a document',0,` ____No_Topics_Found`,`)} **Related Topics**

Exporting Macromedia Flash files

Flash is the most popular vector format for web graphics. You can export graphics in static swf format.

- **To export a Macromedia Flash file**
 1. Open the document you want to export as a Macromedia Flash file.
 2. From the File menu, choose **Export**.
 3. Select **Macromedia Flash** from the list of file types.
 4. Choose a filename and location for the file.

Limitations:

Some Xara X features do not exist in the Macromedia Flash format:

- Bitmap fills. Flash does not support repeat inverted tiling. Other fill features export correctly.
- Conical fills, Diamond fills, Three-color fills, Four-color fills. These are simulated as they do not have an exact equivalent in Flash.
- Brush stroking of lines.
- Feathering.
- Arrow heads and dash patterns on lines.
- ClipView
- You can export rollover buttons but only with one object as the button design. (That is, you cannot create rollover buttons with text on them.)

If you have overlapping bitmaps with transparency, you may find the colors brighten or 'solarize'.

Notes:

- You cannot reload Macromedia Flash files into Xara X. If you think you may need to edit the file in future, save it also in Xara X format. (**Save** or **Save as** on the File menu.)
- You can assign web addresses to buttons - the web address is exported as part of the swf file.
- The Xara X exporter has been tested with the latest version of the Flash viewer. However the Flash format is beyond our control and may change in the future. Please note that our technical support is limited to using the Xara X Flash exporter. We cannot offer support on other questions about using Flash.

{button ,KL('exporting,part of a document',0,`____No_Topics_Found`,`')}} **Related Topics**

Exporting Window Metafiles

You can export your drawings as Microsoft Window Metafiles or 32-bit Enhanced Metafile format (EMF).

■ **To export a metafile**

1. Open the document you want to export as a metafile.
2. From the File menu, choose **Export**.
3. From the **Save As Type** field, select either **Windows 16-bit Metafile** or **Enhanced Metafile**.
4. Choose a filename and location for the file.

{button ,KL('exporting,part of a document',0,`____No_Topics_Found`,`')} **Related Topics**

Exporting documents

- **Exporting Bitmaps.** For more information see the [Bitmaps Overview](#).
- **Exporting Xara X EPS.** For more information, see [Xara X EPS Overview](#).
- **Exporting CMX.** For more information, see [Exporting CMX files](#).
- **Exporting WMF and EMF files** (see note). For more information, see [Exporting Windows Metafiles](#).
- **Exporting Version 1.1 XAR Files.** You can use this dialog box to export [CorelXARA](#) Version 1.1 XAR files.

Note:

- EMF export available only with Windows NT/2000.

Related Topics

[Loading documents](#)

[Exporting part of a document](#)

Exporting image maps

When you export bitmap files you can create an [image map](#) to go with them. You can either create the image map on its own or you can create it at the same time you export the bitmap. For more information see [Image maps overview](#).

■ To export an image map

1. From the File menu, choose **Export**.
2. Set the File Type to **Image Map (*.htm;*.html)**.
3. Type in a file name and click Export.
4. Enter the image map option. For more details, click the Help buttons in the dialog box.

This is most useful when you want to create an image map for an existing bitmap.

■ To export an image map at the same time as a bitmap

Simply export the bitmap as normal, but in the export options, set up the image map options in the Image Map section. For more help, click the Help button in that dialog box.

Movies

{button ,EF("XaraDemo.exe",`WebAdd Assigning Web Addresses',1,`) } Creating hot-spots

{button ,EF("XaraDemo.exe",`Imagemap Image maps',1,`) } Image maps

{button ,KL(`image maps',0,`____No_Topics_Found',`) } Related Topics

Exporting part of a document

You can easily export a selection of [objects](#) from a document.

■ To export part of a drawing

1. Select the objects you want to export (see [Selecting objects](#)).
2. From the Edit menu, choose Copy to copy the objects to the [clipboard](#).
3. From the File menu, choose **New** to create a new, blank document.
4. Press CTRL+SHIFT+V to paste the objects back in the same position in the new document.
5. Export the new document as normal.

`{button ,KL('exporting,documents',0,`____No_Topics_Found`,`')}` **Related Topics**

Extending a line with the Freehand & Brush Tool

After you have finished drawing a line you can extend it at any time. You can use any of line drawing tools (Freehand & Brush Tool, Pen Tool, Shape Editor Tool).

■ **To extend a line with the Freehand & Brush Tool**

1. Select the line (see [Selecting objects](#)).
2. Choose the [Freehand & Brush Tool](#).
3. Move the mouse pointer over the end of the line - the pointer will change (see below).
4. Drag and move the mouse to create the new line section.



Dragging will extend an existing line

Related Topics

[Freehand & Brush Tool](#)

[Lines](#)

Extending a line with the Pen Tool

After you have finished drawing a line you can extend it at any time. You can use any of line drawing tools (Freehand & Brush Tool, Pen Tool, Shape Editor Tool). As the Pen Tool has limited functionality, you may find the Shape Editor Tool easier to use.

■ **To extend a line with the Pen Tool**

1. Select the line (see [Selecting objects](#)).
2. Click on the end point handle to extend from (the Shape Editor Tool or Selector Tool can be used for this).
3. Choose the Pen Tool.
4. Now click or drag as normal (see [Drawing a Line with the Pen Tool](#)) to add the new line section.

Related Topics

[Pen Tool](#)

[Lines](#)

Extend a line with the Shape Editor Tool

After you have finished drawing a [line](#) you can extend it at any time.

■ **To extend a line with the Shape Editor Tool**

1. Select the line (see [Selecting objects](#)).
2. Choose the Shape Editor Tool
3. Click on the [point handle](#) on the end of the line you wish to extend.
4. The Shape Editor Tool can now be used as normal to draw lines - the first segment of which will be connected to the existing line.

Tip

- You can also select point handles using the Selector Tool if [edit handles](#) have been enabled - see [Enabling edit handles.](#))

Related Topics

[Shape Editor Tool](#)

[Lines](#)

Extending lines

Lines can be extended using the Pen, Shape Editor or Freehand & Brush Tools.

- The Shape Editor Tool is the most flexible and can also edit lines.
- The Pen Tool is provided for users familiar with programs such as CorelDRAW and Adobe Illustrator.
- The Freehand & Brush Tool lets you extend the line by following freehand mouse movements.

What do you want to do?

- [Extend a Line with the Pen Tool](#)
- [Extend a Line with the Freehand & Brush Tool](#)
- [Extend a Line with the Shape Editor Tool](#)

Feather (Arrange Menu)

This option lets you feather the selected objects - see [Feathering objects](#).

Feather Control Bar

This control bar provides the controls you need to feather the edges of objects. For more information see [Feathering objects](#).



[Feather size](#)



[Profile](#)

- On an 800x600 display the feathering profile button may be off the edge of the display. You may need to move the feathering control bar - see [Moving control bars](#).

Related Topics

[Feathering](#)

[Displaying or hiding control bars](#)

[Control Bars](#)

Feather Control Bar - Profile



Click this to open the [Profile dialog box](#). This lets you control the [feathering](#) transition to create the effect you want. You can have a linear transition or more change at the edge or in the center. For more information see [Feathering objects](#).

Related Topics

[Feather Control Bar](#)

Feather Control Bar - Feather Size



Drag the slider or type into the text box to apply feathering or change the feather size of the selection. A size of **0** removes any feathering. For more information see Feathering objects.

Related Topics

Feather Control Bar

Feathering Notes:

- If you have multiple objects selected, the feather appears around each object. If you group the objects, the feather appears around the outside of the group.
 - Objects with bevels or contours:
 - Selecting only the object adds the feather to the outside of the object, not to the bevel/contour.
 - Selecting only the bevel/contour adds the feather to both the inside and outside of the bevel/contour.
 - Selecting the object and bevel/contour adds the feather to the outside of the object and the inside and outside of the bevel/contour.
- If you want to feather only the outside of the bevel/contour, group the object and bevel/contour before adding the feather.

Feathering objects

Sometimes you want to blur the edges of an object so it blends into a background object. An example is merging two bitmaps together and wanting to avoid a sharp edge between them. To achieve this you can use [feathering](#).

Note that feathering affects only the object's **edge** and no other part of the object (see Notes).

■ To feather an object

1. Select the object you want to feather - see [Selecting objects](#).
2. Use the size slider on the [Feather Control Bar](#) to produce the feathering effect you require - see [Changing the feathering size](#).

You can also change the feathering profile. Normally a linear transition across the feather produces the best effect but you may want more change at either the inner or outer edge of the feather. See [Changing the feathering profile](#).

Notes:

- On an 800x600 display the feathering profile button may be off the edge of the display. You may need to move the feathering control bar - see [Moving control bars](#).
- If you have multiple objects selected, the feather appears around each object. If you [group the objects](#), the feather appears around the outside of the group.
- Objects with [bevels](#) or [contours](#):
 - Selecting only the object adds the feather to the outside of the object, not to the bevel/contour.
 - Selecting only the bevel/contour adds the feather to both the inside and outside of the bevel/contour.
 - Selecting the object and bevel/contour adds the feather to the outside of the object and the inside and outside of the bevel/contour.If you want to feather only the outside of the bevel/contour, [group](#) the object and bevel/contour before adding the feather.

Example:

In the example below, the flower and landscape are separate bitmaps. The left-hand flower has been feathered. Notice how much smoother the edges are, especially in the sky area.



■ Feathering the flower

All bitmaps have a rectangular shape even if some areas are transparent. Feathering therefore blurs the edge of this rectangle, which is not the effect you want. To feather the outline of the flower:

1. Draw around the outline of the flower.
2. Select both the flower and the drawn shape.
3. Choose **Combine shapes** on the Arrange menu. This opens the Combine shapes menu.
4. Choose **Intersect shapes** on that menu. This creates a shape which has the outline of the flower and uses the flower bitmap as a fill.
5. Feather the edge of this new shape.

Movies

```
{button ,EF("XaraDemo.exe",`Feather Using Feathering',1,`) } Using feathering
```

```
{button ,KL(`feathering',0,`___ No_Topics_Found',`)} Related Topics
```

File Control Bar

-  Close
-  Save
-  Save As
-  Save All
-  Save Template
-  Import
-  Import from Web
- Export
- Document Info
-  Page Size
-  Print
-  Print Setup

{button ,KL('control bars',0,`____No_Topics_Found`,`)} Related Topics

File Loading Troubleshooter

If you experience problems opening or importing files:

- Check the file can be loaded by other programs.
- Check that the file format is supported, see the [List of Supported File Formats](#).

{button ,KL('importing',0,`___No_Topics_Found`,`)} Related Topics

File Menu

- [New](#)
- [Open](#)
- [Close](#)
- [Save](#)
- [Save As](#)
- [Save All](#)
- [Save Template](#)
- [Import](#)
- [Import from Web](#)
- [Export](#)
- [Export Animated GIF](#)
- [Export Images in Slices](#)
- [Document Info](#)
- [Page Options](#)
- [Printer Setup](#)
- [Print Options](#)
- [Print](#)
- [1,2,3,4 \(recently loaded files list\)](#)
- [Exit](#)



Fill Gallery (Utilities Menu) SHIFT+F11

Fill Gallery on the Utilities menu and the **Fill Gallery** button open the Fill Gallery if it is closed and close it if it is open. The button remains pressed in if the gallery is open. For more details, see the [Fill Gallery Overview](#).

Fill Gallery - Background



Clicking this button sets the selected fill as the page background. For more details, see [Changing the background](#).

Fill Gallery - Disk Fills Button



The **Disk Fills** button in the Fill Gallery opens a modified Open dialog box that lets you choose the folder containing the library. Usually you would read the folder directly from the Xara X CD, but you can copy the library onto a hard disk if required and use **Disk Fills** to use the fill bitmaps. See [Adding fills to the fill gallery](#).

`{button ,KL('fill gallery,overview',0,`____No_Topics_Found`,`)}` **Related Topics**

Fill Gallery - Empty Web Fonts Cache

When you download files from the Internet with the galleries, the files are kept in a 'cache'. If you later use a file you have previously downloaded it is taken from the cache rather than being downloaded again. If you want to free up some disk space, you can empty the cache for the Fill Gallery using this option.

Fill Gallery - Fill Button



The **Fill** button in the Fill Gallery imports and applies the selected bitmap as a bitmap fill to the selection. If no objects are selected, the current fill attribute is set to a bitmap fill using the selected bitmap.

You can also drag-and-drop a fill bitmap onto an object to apply it as a fill or double-click it to apply it to all the objects selected. CTRL-double-clicking closes the gallery afterwards.

`{button ,KL('fill gallery,overview',0,`___No_Topics_Found`,`)}` **Related Topics**

Fill Gallery - Get Fills



Click this button and Xara X connects to the Internet and downloads any new fills.

Related Topic

[Downloading items](#)

Fill Gallery - Import Button



The **Import** button in the Fill Gallery imports the selected bitmap(s) into the selected document resulting in it appearing in the Bitmap Gallery (see the [Bitmap Gallery Overview](#)). You can also drag-and-drop the bitmap onto a blank part of the page to import it.

`{button ,KL('fill gallery,overview',0,`____No_Topics_Found`,`)}` **Related Topics**

Fill Gallery - Options Button



Clicking the **Options** button in the Fill Gallery opens a menu containing the following options:

- [Add Fills from Disk](#)
- [Empty Web Fills Cache](#)
- [Find](#)
- [Sort](#)
- [Icon Size](#)

`{button ,KL('fill gallery,overview',0,`___No_Topics_Found`,`')}` **Related Topics**

Fill Gallery - Pop-up Menu

Right-clicking on the [Fill Gallery](#) opens the pop-up menu which contains the following options:

Import	Identical to the Import button .
Apply as a Fill	Identical to the Fill button .
Apply as Transparency	Identical to the Transparency button .
Download	Downloads the select fill
Remove Section	Identical to the Remove button .
Set page background	Identical to the Background button
(Un)Fold Section	Folds up or unfolds the current section.
Previous Section	Moves to the start of the previous section.
Next Section	Moves to the start of the next section.

{button ,KL('fill gallery,overview',0,`____No_Topics_Found`,`')} **Related Topics**

Fill Gallery - Remove Button



The **Remove** button in the Fill Gallery removes the selected sections from the gallery. You will be asked to confirm the operation.

```
{button ,KL('fill gallery,overview',0,`____No_Topics_Found`,`)} Related Topics
```

Fill Gallery - Stop Loading



If Xara X is downloading thumbnails from the Internet it can take some time. If you want to stop it downloading and carry on later, click this button.

Fill Gallery - Transparency Button



The **Transparency** button in the Fill Gallery imports and applies the selected bitmap as a bitmap transparency to the selection. If no objects are currently selected, the current transparency attribute is set to a bitmap transparency using this bitmap. This means all subsequent objects drawn will have the selected bitmap applied as a transparency.

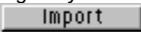
`{button ,KL('fill gallery,overview',0,`____No_Topics_Found`,`)}` **Related Topics**

- **Fill Gallery Overview**

- **SHIFT+F11**

The Fill Gallery contains bitmap textures suitable for use as [bitmap fills](#) and [bitmap transparencies](#). These bitmaps are not loaded into memory - only when one is used is it loaded.

Fill bitmaps are normally loaded from the Xara X CD, but you can change to a different drive. You can also add textures to the gallery.

	Import	Import the fill as a bitmap.
▪ Fill		Apply the bitmap as a bitmap fill.
	Transp	Apply the bitmap as a bitmap transparency.
	Get Fills	Download fills from the Internet.
▪ Background		Set the select fill as the page background.
	Remove	Remove the selected gallery sections.
▪ Disk Fills		Add more fills to the gallery from your hard drive.
▪ Options		Fill Gallery options.
▪ Stop Loading		Stop downloading thumbnails.

Many operations using the Fill Gallery are made easier by the [Fill Gallery Pop-up Menu](#).

Display Options

- Large Icons
- Full Information
- Small Icons

Related Topics

[Fills](#)

[Galleries](#)

• Fill Tool - Bitmap Field



The **Bitmap** field on the [Fill Tool Infobar](#) sets the bitmap used in [bitmap filled](#) object(s) in the selection. You can preview and select any of the bitmaps used in this document or, by clicking **More**, select from the fills in the Fill Gallery.

Note

This field only appears on the Fill Tool Infobar when the current Fill Type is set to **Bitmap**.

Related Topics

[Fill Tool](#)

[Changing bitmap in bitmap fills](#)

▪ Fill Tool - Bitmap Fill Color Field

Mid Blue

The **Bitmap Fill Color** field on the [Fill Tool Infobar](#) displays the color applied to the currently selected [fill handles](#).

Notes

- This field only appears on the Infobar when the selection contains one bitmap fill.
- This field shows **Many** if the currently selected fill handles have different colors applied.

Related Topics

[Fill Tool](#)

[Changing palette in bitmap fills](#)

▪ Fill Tool - Bitmap and Fractal Fill Resolution Field

159 dpi

The **Resolution** field on the [Fill Tool Infobar](#) sets the resolution (the size) of the currently selected bitmap/fractal fill. You can change the resolution by:

- Scaling the bitmap/fractal in the fill using the [fill handles](#)
- Entering a new value in this field and pressing RETURN.

Note

This field only appears on the Infobar when the selection contains only bitmap/fractal filled objects, and there are no selected fill handles. Click away from the fill handles with the Fill Tool to deselect all the handles.

Related Topics

[Fill Tool](#)

[Changing resolution in bitmap fills](#)

[Changing resolution in fractal fills](#)

• Fill Tool - Fill Effect Field



The **Fill Effect** option on the [Fill Tool Infobar](#) defines the way in which the colors change from one to another in a fill. There are three effects available:

Fade

Simply fades from the colors of one object to the next.

Rainbow

This is a more colorful fade following the shortest edge of the HSV color wheel.

For example, a fade from yellow to cyan passes through green.

Alternate Rainbow

This acts in the same way as Rainbow except the colors follow the longest edge of the HSV color wheel.

For example a fade from yellow to cyan passes through red, magenta and blue.

Related Topics

[Fill Tool](#)

[Changing the fill effect](#)

▪ Fill Tool - Fill Type Field



The **Fill Type** field on the [Fill Tool Infobar](#) sets the type of fill applied to the selection.

Options are:

- [Flat Fill](#)
- [Conical Fill](#)
- [Circular Fill](#)
- [Linear Fill](#)
- [Elliptical Fill](#)
- [Diamond Fill](#)
- [Three Color Fill](#)
- [Four Color Fill](#)
- [Bitmap Fill](#)
- [Fractal Cloud Fill](#)
- [Fractal Plasma Fill](#)

The field shows **Many** if the selection contains fills of different types.

Related Topics

[Fill Tool](#)

[Changing fill type](#)

▪ Fill Tool - Fractal Fill Grain Field

The **Grain** field on the [Fill Tool Infobar](#) sets the 'grain' for the currently selected object with a [Fractal Cloud fill](#) or [Fractal Plasma fill](#) applied. Low values gives a smooth, cloud-like effect - higher values give a sharper, more 'grainy' texture.

Note

- This field only appears when the selection contains only fractal filled objects, and there are no selected fill handles. (When a fill handle is selected, this field shows the handle type and color.) Click away from the handles to deselect them.

Related Topics

[Fill Tool](#)

[Changing the grain in fractal fills](#)

▪ **Fill Tool - Profile**

▪

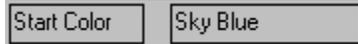
The **Profile** field on the [Fill Tool Infobar](#) lets you change the shape (gradient) between the start and end of the fill. This field is dimmed for [flat fills](#), [three color fills](#), [four color fills](#) and [bitmap fills](#) (except for [contone bitmaps](#)).

For more information see [Changing the fill profile](#)

Related Topics

[Fill Tool](#)

▪ Fill Tool - Selected Fill Handle Color Fields



These fields are on the [Fill Tool Infobar](#). The left hand of the two shows the currently selected [fill handle](#). The right hand field shows the color applied to the selected handle.

Note

- This field is shown for all fill types if there is a fill handle selected.

Related Topics

[Fill Tool](#)

[Changing colors in fills](#)

• Fill Tool - Tiling Field



The **Tiling** field on the [Fill Tool InfoBar](#) lets you create repeating copies of the fill (where applicable).

Options:

[Flat fill](#), [Conical fill](#): none - field dimmed.

[Fractal Cloud fills](#), [Fractal Plasma fills](#), [bitmap fills](#): **Single tile**: a single copy of the fill or bitmap. **Repeating tile**: multiple copies.

Repeat inverted: multiple copies but invert (mirror) alternate copies - this is very useful for bitmap textures which you need to tile without the joins being obvious

Other fill types: **Simple**: a single copy of the fill. **Repeating**: multiple copies of the fill. For [Linear fills](#) these copies appear as a series of stripes; for [circular fills](#) and [elliptical fills](#), as concentric rings; for [diamond fills](#), [three color fills](#) and [four color fills](#) as a repeating pattern.

Related Topics

[Fill Tool](#)

[Tiling](#)

Fill Tool F5

The Fill Tool lets you apply fills to the selected object(s) in a variety of graduated color. Fills are controlled using fill arrows that control the position and direction of the fill. The colors of the fill are controlled using fill handles. For information about fills, see the Fills Overview.

Fill Tool Infobar Controls

Which fields appear on the Fill Tool Infobar depends on the current fill type.

- Fill Type
 - Repeating tile Tiling
 - Bitmap and Fractal Resolution
 - Profile
 - Bitmap
 - Bitmap Fill Color
 - 5.0 Fractal Fill Grain
 - Start Color Selected Fill Handle Color
 - Fill Effect

Fill Tool Operations

Applying fills

Changing fills

Enabling fill handles and fill arrows

Movies

{button ,EF("XaraDemo.exe","BmapFill Bitmap Fills",1,`) } Using bitmap fills

{button ,EF("XaraDemo.exe","Fractals Fractal Fills",1,`) } Using fractal cloud fills

{button ,EF("XaraDemo.exe","GradFill Linear Circular Elliptical and Conical Fills",1,`) } Using linear, circular, elliptical and conical fills

Fills Overview

You can fill the center of any object in Xara X with any one of a set of different types of fill. You can apply fills to QuickShapes, shapes and even text. If you apply a fill to a compound object (a blend, mold or group) it affect all the objects in it.

■

You can use any of the following types of fill (click for more information):

- [Linear Fill](#)
- [Circular Fill](#)
- [Elliptical Fill](#)
- [Conical Fill](#)
- [Diamond Fill](#)
- [Three Color Fill](#)
- [Four Color Fill](#)
- [Bitmap Fill](#)
- [Fractal Cloud Fill](#)
- [Fractal Plasma Fill](#)

Using Fills

- [Applying fills](#)
- [Changing fills](#)
- [Creating custom fills](#)
- [Creating simple pattern fills](#)

Once you have applied a fill to an object you can change its size, position, direction and the colors it uses as well as the way the colors change across the fill. With bitmap fills you can change the bitmap used and with fractal fills you can change the properties of the fractal.

Tips

- You can only apply fills to shapes, not lines. However you can convert a line to a shape. See [Converting a line into a shape](#).
- If you just want to fill an object with a plain color (a flat fill), see [Changing an object's fill color](#).
- If you don't want to see [fill arrows](#) and [transparency arrows](#) when dragging, press TAB when in the Fill Tool or Transparency Tool.

Movies

{button ,EF("XaraDemo.exe", "BmapFill Bitmap Fills",1,`) } Using bitmap fills

{button ,EF("XaraDemo.exe", "Fractals Fractal Fills",1,`) } Using fractal cloud fills

{button ,EF("XaraDemo.exe", "GradFill Linear Circular Elliptical and Conical Fills",1,`) } Using linear, circular, elliptical and conical fills

{button ,KL(`tools,fill tool',0,` ____ No_Topics_Found',`)} Related Topics

Finding clipart

To find clipart, use the Clipart Gallery. You can find pictures using the file name of the picture, the title of the picture or using keywords (words related to the picture). For more details, see [Searching a gallery](#).

{button ,KL('clipart,clipart gallery overview',0,`____No_Topics_Found`,`)} Related Topics

- **Fit Text To Curve (Arrange Menu)**

When the selection consists of one line, shape, bitmap or QuickShape and one text object, selecting **Fit Text To Curve** fits the text along the edge of the object. The text can still be edited as normal after it has been fitted.

When a text object is selected that has been fitted to a curve, the Fit Text to Curve menu item reads **Remove Text From Curve** - selecting it separates the two components leaving a text object and a line or shape.

For more details, see Fitting text to a curve and Removing text from a curve.

Note:

- You cannot fit text to a beveled line or shape.

Fitting text to a curve

Text objects flowing along a curved line or fitted to a shape look impressive and are easy to do in Xara X. If you fit a column text object to a line, each line in the column of text will follow the line. If you fit a simple text object to a line, the text will flow off the end of the line if it is too long to fit.

■ To fit text to a curve

1. Select one line (or shape) and one text object.
2. From the Arrange menu, choose **Fit Text to Curve**.

Tips

- You can also type text directly onto a curve. See Typing text onto a curve.
- You can still edit text that is on a curve. The text cursor follows the path of the curve. For more information on how you can edit text see Editing text.
- When text has been fitted to a curve, applying full justification adjusts the spacing to exactly fit the text on the line. With other justifications, if text does not fit on the line it wraps around onto a new line. If the text is fitted to a shape, it will wrap around the shape again.
- If you fit text to a line and it fills more than one line, the shape of the line may mean that the edge of the column slopes at the wrong angle. You can adjust this - see Aligning text on a curve.
- You cannot apply a bevel to the curve after fitting text. See Applying a bevel. Nor can you fit text to a beveled line or shape.
- To reverse the text on the curve (or swap which side it is on) see Reversing text on a curve.
- You can make the curve invisible; see Hiding the line.

{button ,KL('text objects,fitted to curves',0,`___No_Topics_Found`,`)} Related Topics

Flipping and rotating bitmaps

Although the Selector Tool can rotate and flip objects (see [Flipping objects](#) and [Rotating objects](#)), you can also create new bitmaps with a rotated or flipped image. You can flip the bitmap horizontally or vertically or rotate it by any multiple of ninety degrees.

- **To rotate or flip a bitmap**

1. Select the bitmap (see [Selecting objects](#)).
2. From [Bitmap Effects & Plug-ins](#) on the Utilities menu, choose **Bitmap Effects**.
3. Choose **Flip & Rotate**.
4. Select the option you want.
5. Click **OK** to insert the new, altered bitmap into the document.

Tips:

- You can also select a bitmap in the Bitmap Gallery and then click the **Plug-ins** button on the Gallery.

Flipping objects

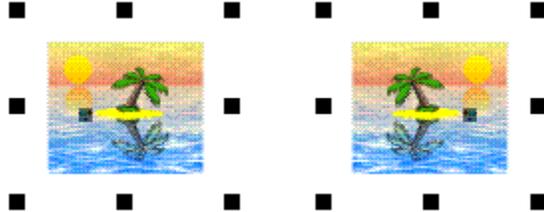
Objects can be flipped around the vertical and horizontal lines passing through the transformation center.

■ To flip objects

1. Select the object(s) to be flipped (See Selecting objects).
2. Either:
 - press the **Horizontal flip** button on the Selector Tool Infobar,
 - or press the **Vertical flip** button on the Selector Tool Infobar.

Tip

- The transformation center is only visible when selection handles are enabled and in Rotate/Skew mode. The flip normally occurs around the center of the selection unless you have moved the transformation center.





Font Gallery (Utilities Menu) SHIFT+F9

The **Font Gallery** item on the Utilities menu and the **Font Gallery** button open the Font Gallery if closed and close if open. The button remains pressed in if the gallery is open.

{button ,KL('font gallery,overview',0,`____No_Topics_Found`,`)} Related Topics

Font Gallery - Apply Button



The **Apply** button in the Font Gallery applies the selected font to the currently selected text objects and regions.

A font can also be applied by dragging a font over a text object and dropping. Dropping onto a selected region applies the font to that region otherwise the font is applied to the whole text story.

If you want to apply a font to a single character either:

- select the character then drag-and-drop the font onto the character (see [Selecting text](#)),
- or start dragging the font then hold down CTRL. You can then drop the font onto the character without having to select it first.

If the selected font is currently not installed, it is installed when you apply it.

You can also apply fonts by double clicking them in the gallery, this will apply the font to the selection. CTRL-double-clicking will apply the font and close the gallery.

`{button ,KL('font gallery,overview',0,`____No_Topics_Found`,`)}`} Related Topics`

Font Gallery - De-install Button



The **De-install** button in the Font Gallery de-installs all selected fonts. Only those fonts shown in the **Installed Fonts** section in the Font Gallery can be de-installed. See [De-installing fonts](#) for more details.

`{button ,KL('font gallery,overview',0,`____No_Topics_Found`,`')}` **Related Topics**

Font Gallery - Disk Fonts Button



If you have the Xara X CD, you can use this button to add the fonts on the CD to the Font Gallery. The **Disk Fonts** button in the Font Gallery opens a dialog box from which you can browse to the Fonts folder on the CD. You can only add folders of fonts from CDs, not your own folders.

`{button ,KL('font gallery,overview',0,`____No_Topics_Found`,`')}` **Related Topics**

Font Gallery - Empty Web Fonts Cache

When you download files from the Internet with the galleries, the files are kept in a 'cache'. If you later use a file you have previously downloaded it is taken from the cache rather than being downloaded again. If you want to free up some disk space, you can empty the cache for the Font Gallery using this option.

Font Gallery - Get Fonts

Get fonts...

Click this button and Xara X connects to the Internet and downloads any new fonts.

Related Topic

[Downloading items](#)

Font Gallery - Install Button



The **Install** button in the Font Gallery installs all selected fonts, see [Installing fonts](#) for more information. Different versions of Windows have different suggested limits on the number of installed fonts. Check your Windows User Guide.

`{button ,KL('font gallery,overview',0,`____No_Topics_Found`,`')}` **Related Topics**

Font Gallery - Options Button



Clicking the **Options** button in the Font Gallery opens a menu containing the following options:

- [Add Fonts from Disk](#)
- [Empty Web Fonts Cache](#)
- [Find](#)
- [Sort](#)
- [Icon Size](#)

{button ,KL('font gallery,overview',0,`____No_Topics_Found`,`)} Related Topics

Font Gallery - Pop-up Menu

Right-clicking on the [Font Gallery](#) opens a pop-up menu which contains the following options:

Apply	Identical to the Apply Button .
Install	Identical to the Install button .
De-install	Identical to the De-install Button .
Remove Section	Identical to the Remove Button .
(Un)Fold Section	Folds up or unfolds the current section.
Previous Section	Moves to the start of the previous section.
Next Section	Moves to the start of the next section.

Using the pop-up menu can be quicker as it allows you to open the menu and select a font at the same time by right-clicking on the font.

{button ,KL('font gallery,overview',0,`____No_Topics_Found`,``) } Related Topics

Font Gallery - Remove Button



The **Remove** button in the Font Gallery removes the selected sections from the gallery. You will be asked to confirm the operation.

`{button ,KL('font gallery,overview',0,`___No_Topics_Found`,`')}` **Related Topics**

Font Gallery - Stop Loading



If Xara X is downloading thumbnails from the Internet it can take some time. If you want to stop it downloading and carry on later, click this button.

▪ **Font Gallery Overview**

▪ **SHIFT+F9**

The Font Gallery allows you to select fonts visually from a list to use them in your drawings and also allows you to install and de-install TrueType and Adobe Type Manager (ATM) fonts.

To the left of the font name is an indicator which shows the format of the font:

 Adobe Type Manager (ATM) Type 1

 TrueType

- **Apply** Apply the font to the selection.
- **Install** **Install** Install the selected font(s).
- **De-install** De-install the selected font(s).
- **Get Fonts** Download more fonts from the Internet
- **Remove** **Remove** Remove the selected gallery section(s).
- **Disk Fonts** Add more fonts to the gallery from a CD.
- **Options** Font Gallery options.
- **Stop Loading** Stop downloading font thumbnails

Many operations using the Font Gallery are made easier by the Font Gallery pop-up menu.

Display Options

- Large Icons
- Full Information
- Small Icons
- Icons Only
- Text Only

{button ,KL('fonts',0,`___No_Topics_Found`,`)} **Related Topics**



Frame Gallery (Utilities Menu) SHIFT+F12

Frame Gallery on the Utilities menu opens the Frame Gallery if closed and close if open. The button remains pressed in if the gallery is open. For more details, see the [Frame Gallery Overview](#).

Frame Gallery - All Editable Button



Xara X uses frames to create animated GIF files. With the **All Editable** button in the Frame Gallery selected, all visible objects are editable. This is useful for scaling or moving all frames in one operation. When this button is not selected, only the current frame (the highlighted frame) is editable. To make even invisible objects editable, click the All Visible button too. Note that this button only makes the visible frames editable. If you want to edit all the frames in the document including the invisible ones, click the **All Visible** button too.

Frame Gallery - All Visible Button



Xara X uses frames to create animated GIF files. Selecting the **All Visible** button in the Frame Gallery displays all frames in the document. This is often useful when checking frames. With **All Visible** deselected, the Background and Overlay Settings for individual frames control which frames you see.

Frame Gallery - Background and Overlay Settings

B O

Xara X uses frames to create animated GIF files. Next to the frames listed in the Frame Gallery are two columns of switches. For each frame the left-hand switch indicates whether the frame is a background frame and the right-hand switch whether it overlays earlier frames. The settings of these switches can be changed simply by clicking on them.

Background

If this is set, then the frame covers all previous frames. This is useful if you want to create a background and then build up an animation on top of this background. Often the first frame in the animation is a Background frame.

If the first frame is not a background frame, the Animated GIF uses the page background as its background. In Xara X you can set up the document background to the same color or bitmap as the final web page. This lets you create bitmaps that blend seamlessly with the web page background. For details see [Changing the background](#).

Overlay

If this is set, then the frame overlays the previous frame.

Possible values are both off or one option on. Both on is invalid because a Background frame covers earlier frames and so nothing shows through - there is nothing to overlay.

Background	Overlay	
-------------------	----------------	--

Off	Off	Current frame is rendered over current background.
-----	-----	--

On	Off	This frame is rendered on its own overwriting all previous frames. It forms the background for all subsequent frames..
----	-----	--

Off	On	This frame is rendered on top of the previous frame.
-----	----	--

Examples

- An animation that shows 'A', 'B', 'C' in sequence on a colored background. This requires four frames. Frame 1 is just the background and has Background on. Frame 2 shows 'A' and has both options off. Frames 3 and 4 show 'B' and 'C' and also have both options off.
- An animation that builds up 'A', 'AB', 'ABC'. Frame 1 shows the background and 'A' and has Background on. Frame 2 shows 'B' and has Overlay on. This overlays the frame over frame 1 and you see 'AB'. Frame 3 shows 'C' and also has Overlay on. Building up an animation in this way is more efficient than making each frame a Background frame. The final animated GIF only needs to store the changes between frames and so frames 2 and 3 require less space than if they were Background frames.

Tip

- To make a sequence of frames background or overlay, set the switch for the first frame and SHIFT-click on switch for the last frame. The background/overlay settings of all the frames in between change too.

Frame Gallery - Copy Button



Xara X uses frames to create [animated GIF files](#). The **Copy** button in the Frame Gallery (and on the control bars) copies a [frame](#) and its contents. For more details, see [Copying frames](#).

Frame Gallery - Delete Button



Xara X uses [frames](#) to create [animated GIF files](#). The **Delete** button in the Frame Gallery (and on the control bars) deletes the current frame. If the frame contains objects you will be asked to confirm the deletion. For more details, see [Deleting frames](#).

Frame Gallery - New Button



Xara X uses frames to create [animated GIF files](#). The **New** button in the Frame Gallery (and also on the control bars) creates a new [frame](#) in a document. For more details, see [Creating frames](#).

Frame Gallery - Pop-up menu

Right-clicking on a frame in the [Frame Gallery](#) opens a pop-up menu which allows you to operate on the frame. The menu contains the following options:

- New Frame** Identical to the [New Button](#).
- Copy Frame** Identical to the [Copy Button](#).
- Delete Frame** Identical to the [Delete Button](#).
- Preview Frame** Identical to [Preview Button](#).
- Frame Properties** Opens the [Animation Properties dialog box](#).
- Show Frame** Includes the frame in the animation. Deselecting this item means the frame will not appear in the animation.

{button ,KL(`frames,frames,frame gallery overview',0,`____No_Topics_Found`,``)} Related Topics

Frame Gallery - Preview Button



Clicking this button opens the animation preview dialog box so you can preview your animation. For more details on what the buttons do, click the Help button in the dialog box. For more details on how to preview animations, see [Previewing animated GIF files](#).

Frame Gallery - Properties Button



This button opens a dialog box that lets you set options for the current frame and the entire animation. For more information, press the Help button in the dialog box.

▪ **Frame Gallery Overview**

▪ **SHIFT+F12**

The Frame Gallery is used to create animated GIF files. The gallery shows each frame in the animation sequence with the last frame at the top. (This makes it easier to understand the effect of the Background and Overlay flags, described below.)

Note that the Frame Gallery is only accessible in 'Animated' type documents. See Creating new documents for details of creating Animated documents.

New	New	Create a new frame
Copy	Copy	Copy an existing frame
Properties		Frame properties
Delete		Delete a frame
Preview		Preview the current frame or the complete animation
All Visible		Display all frames
All Editable		Make all visible frames editable
Background and Overlay		Controls the overlaying of frames

Current frame

The current frame is highlighted in the gallery and is the frame into which all newly created objects are placed. To change the current frame, just click on a frame in the gallery.

Many operations using the Frame Gallery are more easily accessible using the Frame Gallery pop-up menu.

Tips

- If you import Xara X documents containing layers: the Frame Gallery uses layer technology to create the individual frames. This means that to preserve the appearance of the import document, Xara X has to move all objects into a single layer. This means that when you save the document, you lose any layer information. See Layers and Frames for more information.
- To edit all the frames in the document (including the invisible ones) click both the **All Visible** and **All Editable** buttons.

Movie

{button ,EF("XaraDemo.exe",`AniGIF Animated GIFs',1,`) } **Creating Animated GIFs**

Related Topics

Frames

Animated GIF files



Freehand & Brush Tool - Create Brush

Create Brush

Click this button to create a new brush shape from the selected objects. The new brush is added to the **Select Brush** list on the [Freehand & Brush Tool Infobar](#) and **Brush strokes** in the [Line Gallery](#).

For more information see [Creating a brush](#).



Freehand & Brush Tool - Edit Brush

Edit Brush

Click this button to open the [Edit Brush dialog box](#). This lets you either edit the brush pattern of the selected line. Optionally you can also create a new brush or edit the existing brush. New brushes appear in to the **Select Brush** list on the [Freehand & Brush Tool Infobar](#) and **Brush strokes** in the [Line Gallery](#).



Freehand & Brush Tool - Pressure recording



This button on the [Freehand & Brush Tool Infobar](#) enables Xara X to use pressure information from pressure-sensitive input devices such as a graphics tablet. The pressure information can control the rotation or scaling of brush strokes. For more information see [Edit brush dialog box](#).



Freehand & Brush Tool - Re-fit Indicator

Re-fit

The **Refit** indicator on the [Freehand & Brush Tool InfoBar](#) shows 'Re-fit' when you can use the [Smoothing slider](#) to smooth the currently selected line.

{button ,KL('tools,freehand tool',0,`____No_Topics_Found`,`)} Related Topics

▪ Freehand & Brush Tool - Select Brush



This lets you select from the library of [brush shapes](#). These can be either predefined or you can create your own - see [Creating a brush](#).

The first item in the library is always a plain line (no brush stroking). Following this are the most recently used brushes; this makes it easier to select your favorite brushes.

You can also view the library in the [Line Gallery](#).

See [Changing the brush stroke](#) for details of using brushes.

Note:

- Applying a brush removes any arrowhead/tail or dash pattern already applied to the line.

▪ Freehand & Brush Tool - Select Stroke



This lets you select from the library of [stroke shapes](#). You can also view the library in the [Line Gallery](#). For more information on using stroke shapes see [Changing the stroke shape](#).

You can also use stroke shapes to simulate a pressure sensitive input device such as a graphics tablet. [More details](#).

Note:

- Applying a stroke shape removes any arrowhead/tail or dash pattern already applied to the line.

▪ Freehand & Brush Tool - Smoothing Slider



The Smoothing [slider](#) on the [Freehand & Brush Tool Infobar](#) controls how closely a freehand line follows the original mouse movements. Setting the slider to 100% smoothing will smooth out your mouse movements as much as possible, generating the smallest possible number of points on the resulting line. With the slider set to 0% almost no smoothing is performed, leaving you with a very accurate reproduction of your mouse movements and a great many control points.

After you have drawn a freehand line it is possible to modify the smoothing by dragging the slider, until you make further edits (for example by dragging a point handle). The [Refit Indicator](#) displays 'Refit' when you can still smooth the line.

If no freehand line is selected, the slider sets the smoothing for lines drawn with the Freehand & Brush Tool in future.

Related Topics

[Smoothing freehand lines](#)



Freehand & Brush Tool F3

The Freehand & Brush Tool allows you to draw freehand lines and shapes as you would with a pen on paper. You can edit freehand lines in the same way as those drawn with the Shape Editor Tool or Pen Tool. It can also be used to extend and redraw sections of existing lines and shapes. To find out more about lines and shapes, see the [Lines and Shapes Overview](#)

Freehand & Brush Tool Infobar Controls



- [Create brush](#)
- [Edit brush](#)
- [Select brush](#)
- [Select stroke](#)

Freehand & Brush Tool Operations

[Drawing a line with the Freehand & Brush Tool](#)

[Drawing a shape with the Freehand & Brush Tool](#)

[Redrawing part of a line or shape](#)

[Extending a line](#)

[Joining lines](#)

[Smoothing a freehand line or shape](#)

[Brushes](#)

Movies

{button ,EF("XaraDemo.exe", "FreeDraw.avi Drawing Lines and Shapes with the Freehand Tool",1,')} Drawing lines with the Freehand & Brush Tool

{button ,EF("XaraDemo.exe", "FreeEdit Editing Lines and Shapes with the Freehand Tool",1,')} Editing lines with the Freehand & Brush Tool

{button ,EF("XaraDemo.exe", `NewBrush Creating a New Brush`,1,')} Creating a new Brush

{button ,EF("XaraDemo.exe", `Pressure Pressure Sensitivity`,1,')} Pressure sensitivity the Freehand & Brush Tool

{button ,EF("XaraDemo.exe", `EdBrush Editing a Brush`,1,')} Editing a Brush

{button ,EF("XaraDemo.exe", `Linstroke Line stroking`,1,')} Line strokes

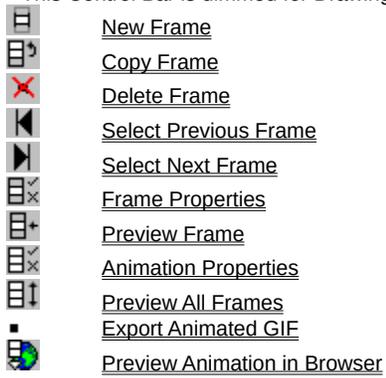


Full Screen (Window Menu) Numeric Keypad 8

Xara X works in two modes. [Normal Mode](#) and [Full Screen Mode](#). They have their own settings for the display of the control bars and the Status Line and Color Line. The current settings for each mode are remembered and apply whenever you change modes. This makes it possible to switch between two customized modes. Full screen mode is also available from the [View Pop-up Menu](#). For more details, see [Switching to full screen mode](#).

GIF Animation Control Bar

This Control Bar is dimmed for Drawing documents - see [Drawing and Animation documents](#) for details.



{button ,KL('control bars',0,`____ No_Topics_Found`,`')} Related Topics

GIF Export Dialog Box

The (Compuserve) GIF export bitmap dialog box is opened by selecting GIF as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. In addition Xara X also allows GIF files to contain simple transparency and interlacing - two facilities of GIF files used extensively on the Internet. For details of how to create a GIF file, see Creating GIF files.

- [Preview boxes](#)
- [Palette Options](#)
- [Bitmap Options Tab](#)
- [Bitmap Size Tab](#)
- [Image Map Tab](#)
- [Browser Preview](#)
- [Export/Apply Button](#) (see Note)

Exporting from the Bitmap Gallery

If you export a bitmap using the **Save** button in the Bitmap Gallery, only one tab will appear because you can only change the basic bitmap settings. You cannot for instance resize it. If you need more options, select the bitmap in the document and use **Export** on the File menu.

Note

This button reads **Apply** when setting options in the Name Gallery (because you are setting options prior to Exporting a sliced image). Otherwise it reads **Export**.

{button ,KL('animated GIF files,creating',0,`____No_Topics_Found`,`)} **Related Topics**

■

Gaddesden Place

The home of Xara Ltd

Gaddesden Place was designed by James Wyatt and built between 1768 and 1773. It is reputed to be Wyatt's first country work and accurately represents his conformity at the start of his active career to the English Palladian tradition. The house is set in an elevated position overlooking the Gade valley near Hemel Hempstead in Hertfordshire and enjoys one of the finest views in the Home Counties. The conservatory was added in 1891 and has been extensively restored. The quadrant links and north and south pavilions were demolished in 1955 and 1963 because of dry rot. Since becoming the headquarters of Computer Concepts and Xara Ltd, the south wing has been rebuilt to provide more office space. The house and its grounds have been frequently used as film locations.

Galleries (Utilities Menu)

This displays a submenu listing the Galleries:

- [Color Gallery](#)
- [Layer Gallery](#)
- [Bitmap Gallery](#)
- [Line Gallery](#)
- [Font Gallery](#)
- [Clipart Gallery](#)
- [Fill Gallery](#)
- [Frame Gallery](#)
- [Name Gallery](#)

Galleries Overview

The program includes a set of Galleries for manipulating items you use as you create your documents. Some list items in your documents and some list items on disk. All the Galleries support drag-and-drop and are often a quick and easy way to use the program. For more information on any of the galleries, click on the gallery name below.

Some of the galleries list items that are in documents:

-  [Color Gallery](#)
-  [Layer Gallery](#) (see note)
-  [Frame Gallery](#) (see note)

Note: depending on the type of document either the Layer Gallery or Frame Gallery button is dimmed. See [Drawing and Animated documents](#) for more details.

-  [Bitmap Gallery](#)
-  [Line Gallery](#)
-  [Name Gallery](#)

Some galleries list items stored on disk or on the Internet that you can use in a document if you want.

- [Fill Gallery](#)
- [Clipart Gallery](#)

The Font Gallery shows fonts which are installed on your computer as well as the fonts you can install.

- [Font Gallery](#)

The galleries have many common features. The title bar allows you to position the gallery on the screen. You can resize any gallery using the window border in the normal way. The close button closes the gallery completely. When you want to reopen a gallery use the appropriate button on the control bar or a keyboard shortcut.

All galleries have a row of buttons under the title bar for working on selected items in the gallery and for setting gallery options. Note that you can make the buttons at the top of the galleries large or small using the Control Bars dialog box (select **Control Bars** from the Window menu).

The main display area of all galleries is scrollable and contains one or more sections. Each section is shown by a gray "section bar" with a folder icon in it and the name of the section written in white. Sections can be folded so that only the section bar is showing or unfolded to see all the items within them. To fold or unfold a section double-click on its gray section bar or click on the folder icon.

{button ,KL('galleries',0,`____No_Topics_Found`,`)} Related Topics

Gallery Control Bar

The Gallery Control Bar contains buttons which open and close the Xara X [galleries](#).

-  [Color Gallery](#)
-  [Layer Gallery](#)
- [Frame Gallery](#)
- [Bitmap Gallery](#)
- [Line Gallery](#)
- [Font Gallery](#)
- [Clipart Gallery](#)
- [Fill Gallery](#)
-  [Name Gallery](#)

{button ,KL('control bars',0,`___No_Topics_Found`,`)} Related Topics

Gallery Find Dialog Box

..... To open this dialog box, click the **Options** button in the gallery and choose **Find** from the menu. For more details, see [Searching a gallery](#).

- [Find items including the text](#)
- [Search Names and Keywords and Search full information](#)
- [Find first](#)
- [Find next](#)

Gallery Find Dialog Box - Find First Button

Click this button to start the search. If the gallery does not contain any items that match the search text, a message box will be displayed.

Gallery Find Dialog Box - Find Next Button

Click this button to continue a search that has just found an item (or which starts at the currently selected item). If the gallery does not contain any more items that match the search text, a message box will be displayed.

Gallery Find Dialog Box - Search Type

Click one of these radio-buttons to either restrict the search to the names (and file names) and keywords of gallery items, or search all information available for each item. If you wish to find a piece of clipart from the clipart book, type the name shown by the picture into the edit field, and click **Find First**. There is no need to change the search type as both will search for the name of the file.

This table shows which information is searched for the two searching options.

	Names and Keywords	All Information
Bitmap Gallery	file name & title	file name & title
Clipart Gallery	title, keywords & file name	title, keywords, file name, file size & full description (if present)
Color Gallery	color name	name, definition (for example RGB(255,255,255)) & 'not in use'
Fill Gallery	title, keywords & file name	title, keywords, file name, file size & full description (if present)
Font Gallery	typeface name & file name	typeface name, file name & file size

Gallery Find Dialog Box - Text

Into this field, type the text you want to search for. For example, "dog" in the Clipart Gallery, "Times" in the Font Gallery or "blue" in the Color Gallery.

Gallery Icon Size Dialog Box

Use this dialog box to alter the way items are displayed in the Galleries. Open the dialog box by clicking the **Options** button in a gallery and choosing **Icon Size** from the menu. The options available depend on the gallery.

Gallery Sort Dialog Box

With the Gallery Sort dialog box you can sort the contents of the galleries. To open the dialog box, open the relevant gallery, click **Options** and choose **Sort** from the menu.

- [Primary and Secondary Keys](#)
- [Apply sort to all the gallery sections](#)
- [Only apply the sort to sections containing selected items](#)

Related Topics

[Galleries overview](#)

[Reordering items in Galleries](#)

Gallery Sort Dialog Box - Apply to All Gallery Sections

Select this option to apply the sort to all the items within all folders contained in the gallery.

Gallery Sort Dialog Box - Only Apply to Some Sections

Click this radio-button to apply the sort to only those sections which have an item selected within them. See [Selecting items in a gallery](#).

Gallery Sort Dialog Box - Primary and Secondary Keys

You can choose a sorting-order for items within the gallery from these two drop-down lists. Items can be sorted by name (alphabetically), by their size in memory, by their size on disk, by the file type, or by the length of their name (depending on the gallery). If the Reversed check box is checked then the items are sorted in the reverse order.

For example, you may have a gallery of bitmaps that you would like sorted according to the type of bitmap, e.g. .BMP or .JPG, and within each category of bitmap, alphabetical order. To sort the items this way choose **Sort by file type** from the Primary Key list and **Sort by name** from the Secondary key.

General Control Bar

- [Color Editor](#)
- [Page Options](#)
-  [Web Address](#)
- [New Frame](#)
- [Copy Frame](#)
- [Delete Frame](#)
-  [Select Start Frame](#)
-  [Select End Frame](#)
-  [Move to Previous Frame](#)
-  [Move to Next Frame](#)
- [Bitmap Tracer](#)
-  [Units Options](#)
-  [Scaling Options](#)
-  [Options](#)

{button ,KL('control bars',0,`____No_Topics_Found`,`)} Related Topics



General Options

To open the General Options, choose **Options** from the Utilities menu and click on the General tab.

Save Setting Now

This saves the current settings and overwrites the existing ones.

This button is useful if **Save Settings on Exit** is not selected. Clicking **Save Settings Now** makes the current settings the defaults (they apply whenever you load Xara X).

Recent File List Size

The File menu contains a list of the most recently loaded files as a quick and easy way to reload them. The number of files shown in the File menu can be set (from 1 to 9) using this option.

Save Settings On Exit

With this option selected, the current settings are saved on exit and apply when you next run Xara X. These settings include the control bar positions (for normal and Full Screen mode) and the current folders set in the file dialog boxes (Open, Import etc).

Current Layer Always Visible and Editable

With this option selected, selecting a layer in the Layer Gallery automatically makes it both visible and editable. For more information, see [Ensuring the current layer is always editable](#).

Give New Objects Most Recent Attributes

With this option set, new objects take the attributes that were most recently applied. So, for example, if a shape is filled with a Fractal Cloud fill, the next shape drawn will also be Fractal Cloud filled. [Configuring the program so new objects have the most recent attributes](#).

Ask Before Setting Attributes

With this option selected, Xara X asks before changing the current attribute. For more details, see [Configuring the program to ask before setting the current attributes](#).

Ask before closing views

With this option selected, when you load a document, Xara X asks if you want to close the existing document. For more details, see [Configuring the program to ask before closing views](#).

Import With Layers

Many other programs have layers like this one. This option controls how layers are handled when importing EPS files. For more information, see [Importing files with layers](#).

Angle Constraint

You can use the CTRL key to constrain objects and handles when you move them You can change the constraint angle, see [Changing the constrain angle](#) for more information.

Nudge Size

When you move (nudge) objects and handles using the cursor keys, they move by a set amount. You can change this value, see [Changing the nudge size](#).

Duplication Distance

When you use Duplicate (on the Edit Menu) the copy is placed on the page at a different position from the original. The horizontal and vertical distances the copy moves can be changed. See [Changing the duplication distance](#) for more details.

Getting help

If you need some help using this program, here are some sources of information that may be of use...

- **Online Help.** Choose Help Topics from the Help menu to open Xara X help (containing hundreds of pages of information). See [How do I...?](#) for more details.
- **Status Line.** Try reading the text on the Status Line at the bottom of the main Xara X window. It always describes what actions are currently possible and what they will do, even during drags and so is ideal for learning to use the Xara X tools. It also gives details of what buttons and controls do as you move the pointer over them. See [Status Line](#) for more details.
- **ToolTips** If you hold the mouse pointer over a button or control for a short while and a small message appears telling you what it does.
- **Menus.** If you want to know what a menu item does, highlight it and press F1.
- **Dialog Boxes.** If you want to know what a dialog box does or how to use it, click the Help button.
- **Internet.** You will find the Xara Internet site at www.xara.com
- packed with useful hints and tips.



Grid and Ruler Options

To open the Grid and Ruler Options, choose **Options** from the Utilities menu and click on the Grid and Ruler tab. They control the way the grid and rulers appear.

Grid and Ruler Spacing

Major Spacing defines the distance between the major grid and ruler divisions. The units used for the grid and rulers is defined by the units you use for the Major Spacing. For example entering a major grid spacing of "2cm" will set the grid and ruler units to centimeters regardless of the page units specified in the Units options. For more details, see [Changing the grid spacing](#).

Grid Type

Xara X allows the use of a standard rectangular grid or an isometric grid. See [Changing the shape of the grid](#) for more information.

Origin (0,0 point)

Normally the origin for the grid and rulers is at the bottom left-hand corner of the page. If you wish to move it to a different location, change the Origin value. You can also move the origin by dragging on the rulers, see [Moving the ruler zero point](#) for more details.

- **Group (Arrange Menu) CTRL+G**

Combines all the selected objects into a single group object. For more details, see [Grouping objects](#) and [Ungrouping objects](#).

Using Group Transparency

Group Transparency lets you apply a second [transparency](#) effect to objects without affecting any transparency effects already applied. This second transparency effect is called "Group Transparency". This lets you build up complex transparency effects.

■ To apply Group Transparency

1. Select the objects (see [Selecting objects](#)).
2. From the Arrange menu, choose **Group Transparency**.
3. Use the [Transparency Tool](#) to apply the required transparency effect to the group.

Tips

- If you want to change an object inside a transparency group, you do not need to ungroup it. See [Selecting objects in objects](#).
- You can still apply attributes to individual objects within a group. Just hold down CTRL as you drag-and-drop the attribute. See [Selecting objects inside objects](#).

{button ,KL('transparency',0,`___No_Topics_Found`,`)} Related Topics



Group Transparency (Arrange Menu)

Group Transparency lets you overlay transparency. This menu option combines all the selected objects into a single grouped object. For more details, see [Using Group Transparency](#) and [Removing Group Transparency](#).

Grouping objects

[Grouping](#) lets you select and move several objects as a single object. This is useful, for example, when overlaying objects to create reflections and highlights. Grouping associated objects means you cannot accidentally move one of them.

■ To group objects

1. Select the objects (see [Selecting objects](#)).
2. From the Arrange menu, choose **Group**.

Tips

- If you want to change an object inside a group, you do not need to ungroup it. See [Selecting objects in objects](#).
- You can still apply attributes to individual objects within a group. Just hold down CTRL as you drag-and-drop the attribute. See [Apply inside](#).
- [Notes on groups and feathering](#).

Movie

`{button ,EF("XaraDemo.exe","Groups Grouping Objects",1,`) } Grouping objects`

`{button ,KL('groups',0,`___No_Topics_Found',`) } Related Topics`

Guideline Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a guideline, it contains the following options:

- Delete Removes the guideline.
- Snap to Guides

- Properties
- Guide Layer Properties

{button ,KL('pop-up menus',0,`____No_Topics_Found`,`)} Related Topics

Guideline Properties Dialog Box

This dialog box allows you to enter the exact position for the [guideline](#). Type a value (for example "2cm" or "3in") and click **OK**. If you are creating a new guideline, clicking **Cancel** will stop a new guideline being created.

Tip

- The units used for the guideline position are the Page Units set for the document, see [Changing the page units](#). Note however that the units used on the rulers (and grid) are set using the [Grid and Ruler Options](#).

{button ,KL('units,overview',0,`___No_Topics_Found`,`)} Related Topics

Guidelines and Guide Objects Overview

When you are drawing objects in a document, you can use guides to ensure that what you draw appears in exactly the correct position. There are two types of guide - guidelines and guide objects.

Guidelines

Guidelines are vertical and horizontal dotted lines that are displayed on the screen. You can move them by dragging them. If you enable **Snap to Guides**, any objects or handles you drag near the guideline will lock onto it. Guidelines exist in the guides layer. This layer is just like a regular layer in a document and can be locked and disabled.

For more information, see the following pages:

- [Creating guidelines](#)
- [Deleting guidelines](#)
- [Moving guidelines](#)
- [Listing the positions of guidelines](#)

Guide Objects

Guide objects are normal objects except they live in the guides layer. If you enable **Snap to Guides** and drag an object or handle near a guide object, it will lock onto it. All objects in the guides layer are shown as dotted outlines. For information on creating guide objects, see [Moving objects to the guides layer](#).

Tips

- If you want to draw a perspective drawing, go to the guides layer and draw a set of straight lines radiating out from a vanishing point. If you now move to a regular layer and use guide snapping, you can easily create objects using the perspective guides.
- Normally the guides layer is a background layer and guides appear behind other objects. If you want guides to appear on top of other objects, move the guides layer forward - see [Reordering layers](#) for details.

Related Topics

[Guides](#)

[Guidelines](#)

[Creating the guides layer](#)

Xara X Help (Help Menu) F1

Choose **Xara X Help** from the Help Menu or press F1 to open this Help.

Help Menu

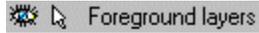
- [Xara X Help](#)
- [Xara On The Web](#)
- [Movies](#)
- [Tip of the Day](#)
- [About Xara X](#)

Hiding layers

Hiding a layer is useful when you want to include optional information in your documents. For example, a floor plan document can have different layers showing cable runs, who is in which office, and so on. You only need maintain one document but by hiding and showing different layers you can easily satisfy different requirements. You cannot see or edit an invisible layer.

■ To hide a layer

1. From the Utilities menu, choose **Layer Gallery**.
2. In the columns next to the layer name, click in the the left-hand column to swap the layer between visible and invisible.



- Layer 1
- Layer 2

Tips

- You can make all layers visible temporarily by clicking the **All Layers Visible** button at the top of the gallery. Clicking it again sets all the layers back to their previous state.
- The current layer (the one highlighted in the Layer Gallery) can be forced to always be editable and visible (see [General Options](#)).
- The visible setting for a layer can also be set by right-clicking on the Layer Gallery and choosing **Properties**.
- To make a sequence of layers visible, set the first to visible and SHIFT-click on the last. The visible setting of all the layers in between change too.

{button ,KL('layers',0,`____No_Topics_Found`,`)}} Related Topics

Hiding the Color Line

The Color Line at the bottom of the Xara X window is a convenient way of applying colors. However, you can turn off display of the Color Line if you want to maximize the usable area of the window. With the Color Line turned off, you can use the Color Gallery to apply colors.

- **To hide the Color Line**

In the Window menu, open the **Bars** submenu and choose **Color Line**.

Tip

- If you need more screen space, you might like to use full screen mode. See [Switching to full screen mode](#).

`{button ,KL('color line',0,`____No_Topics_Found`,`)}` **Related Topics**

Hiding the Status Line

The Status Line gives you useful information about the current editing options. However, you can turn it off if you want to maximize the usable area of the window.

- **To hide the Status Line**

In the Window menu, open the **Bars** submenu and choose **Status Line**.

Tip

- If you need more screen space, you might like to use full screen mode. See [Switching to full screen mode](#).

`{button ,KL('status line',0,`____No_Topics_Found`,`)}` **Related Topics**

Hiding the line in blend on a curve

When [fitting a blend to a curve](#) it is useful to have the line or shape visible so you can edit the shape of the curve if required. When you are happy with the results you can make the line invisible.

- **To hide the line in text on a curve**

1. Select the blend on the curve (see [Selecting objects](#)).
2. Choose the Shape Editor Tool. This selects the line or shape.
3. SHIFT-click (or right-click) on the **No color** button on the Color Line.

{button ,KL('blends',0,`___No_Topics_Found`,`)} **Related Topics**

Hiding the line in text on a curve

When you are placing or typing text on a curve it is useful to have the line visible so you can edit the shape of the curve if required. When you are happy with the results you can make the line invisible.

- **To hide the line in text on a curve**

1. Select the text object on the curve (see [Selecting objects](#)).
2. Choose the Shape Editor Tool. This selects the line or shape.
3. SHIFT-click (or right-click) on the **No color** button on the Color Line.

{button ,KL('text objects,fitted to curves',0,'___No_Topics_Found','')} Related Topics

Hiding the page shadow

When a document is displayed on screen, a small shadow is shown underneath the edge of the page. You can turn this shadow on and off.

- **To hide the page shadow**

1. From the File Menu, choose **Page Options** (see [Page Options](#)).
2. In the Spread section, deselect the **Show Page Shadow** option.

Note:

The page shadow is different from shadows applied to objects using the [Shadow Tool](#).

Hiding the scrollbars

The [scrollbars](#) let you move the document within the window. However, you can turn them off if you want to maximize the usable area of the window.

- **To hide the scrollbars**

In the Window menu, open the **Bars** submenu and choose **Scrollbars**.

Tip

- If you disable the scrollbars you can use the Push Tool to move the document. See [Moving the page](#).

How do I ...?

Xara X's help contains hundreds of pages of information. If you need a hand using the program or want to know how to do something, try searching the help. Not only are there pages describing what all the parts of the program do, there are overviews, pages explaining terms, step-by-step procedures to help you get your work done and many examples. You will also find that many pages have buttons you can click to run movies.

To open the help, just press F1.

■ To find information in help

1. Click the Index button at the top of this window.
2. Type in a word at the top of the dialog box.
3. The list will move to show the word you typed.

Now just double-click on the index entry that interests you. If the index entry refers to more than one page, a small window appears so you can choose which page you want to go to.

{button ,KL('help!',help!',0,`___No_Topics_Found`,`')} Related Topics

Image Map Export Options

With this dialog box you can set a few options for your image map before it is saved to disk.

Map name

Image maps each have a name and that name must be unique within a web page. Include this name in the USEMAP attribute of the tag to identify the associated image map. (USEMAP="#example" for an image map called 'example'.)

If you are inserting this image map into an existing file, you can either type in a new image map name or choose the name of an existing image map. This will replace the old image map with new data.

Approximate curves with lines

Clickable regions in image maps are made up of straight lines, not curves. That means that any curved objects in your document will be approximated by straight-sided shapes in the image map. With this option you can select how closely the curved shapes are approximated by straight-sided polygons. For example, the **Approximately** setting will approximate the curved shapes very roughly. If you need a very accurate image map, choose **Very Closely**, but this adds more sections to each shape in the image map and may make the HTML file quite large.

Size of corresponding bitmap

With this option you can adjust the width and height of the image map in pixels. You should adjust these values so they are the same size as the bitmap over which you want to put the image map.

The default values for the width and height of the image map will be the width and height of the objects to be exported in pixels (the width and height shown in the Selector Tool Infobar).

Area for image map

You can create an image map either for the complete drawing or just the selected objects.

Save all clickable areas as rectangles

This options means all clickable areas are saved as simple rectangles that totally enclose the clickable area.

Copy image map to clipboard

This copies the text of the image map to the clipboard so you can use a text editor to paste it into an HTML page. Note that this overwrites anything already on the clipboard.

Movies

```
{button ,EF("XaraDemo.exe", `WebAdd Assigning Web Addresses',1,`) } Creating hot-spots
```

```
{button ,EF("XaraDemo.exe", `Imagemap Image maps',1,`) } Image maps
```

Image Maps Overview

With Xara X, you can create client-side [image maps](#), which are part of the HTML 3.2 specification. Use **Web Address** on the Utilities menu to add web addresses (URLs) to the different parts of your drawing.

When complete, you can then save or export the drawing and save out the associated image map in one operation. For more information on this, click the Help button on the Export dialog box. You can also use the Export dialog box to test the image map before saving the graphic and the Image Map. For more details, see [Exporting image maps](#).

Each image map in a document must have a unique name. This name is used in both the <MAP> and tags to associate the image map to its image. For example, for an image map called 'example', the tags would be <MAP NAME="example"> and . (There will be other attributes in the IMG tag such as SRC.) You allocate a name when you save the image map from Xara X.

Theoretically the image map could be in a different HTML document to the IMG tag. Most browsers currently don't support this and it is not recommended.

Xara X exports the complete image map; that is, including the <MAP> starting tag and the </MAP> closing tag.

Notes

- For more information on HTML and image maps refer to a reference book on HTML and the Internet.
- You can produce an image map for any type of graphic but they are usually associated with GIF, JPEG and PNG files.

Movies

{button ,EF("XaraDemo.exe",`WebAdd Assigning Web Addresses',1,`) } **Creating hot-spots**

{button ,EF("XaraDemo.exe",`Imagemap Image maps',1,`) } **Image maps**

{button ,KL(`image maps',0,`____No_Topics_Found',`) } **Related Topics**

- **Export Image in Slices (File Menu)**

This exports the selected objects as several sections (or "slices"). This has two main uses:

- When exporting bars as each button needs to be a separate graphic
- For large, complex graphics for web pages. You can export areas of flat color as, for example, 2-color GIFs and highly detailed areas as JPEGs or 256 color GIFs. This can reduce the amount of data the viewer has to download.

Before you can slice an image, you must name the objects you want to use for slicing. Use either the [Name Gallery](#) or [New name](#) on the [Selector Tool Infobar](#).

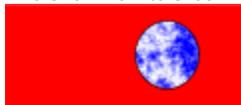
For more information see [Image slicing overview](#).

Image Slicing Overview

Large, complex graphics for web pages can produce large files, which take a long time to download over the Internet. You can "slice" the image into sections, which can download separately.

Photoshop and Macromedia Fireworks users may prefer [this alternative method](#) as it is closer to how these packages slice images.

To show how to slice images, we'll use this graphic (in practice you would not slice a simple image like this):



Another use of slicing is optimization. The blue and white circle contains more colors than the surrounding areas of flat red. You can optimize the graphic by exporting just the high detail area (the circle) as a JPEG or 256-color GIF and the other areas as a 2-color GIF. This minimizes the amount of data to download. A [separate page](#) describes optimization.

First stage: name the circle

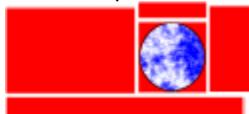
Named objects control slicing so give the circle a Name. Use either the [Name Gallery](#) or [New name](#) on the [Selector Tool Infobar](#). For this example we'll use the name **Circle**. (For more complicated images you might name more objects.)

Second stage: export the graphic in slices

You do not need to specify how to slice the image as Xara X does this automatically from the information in the Name Gallery.

1. Select both the red rectangle and the blue circle - see [Selecting objects](#).
2. Select **Export image in slices** on the File menu.
3. Select the file format (usually GIF or JPEG for Internet Graphics).
4. The file name is the HTML file that contains the HTML code for the sliced image. You can change the file name if required.
5. Click **Save**.
6. Select the required save options. (For more detail on the options in this dialog box, click the Help button.)
7. Click **Export** to save the sliced image.
8. You can now view the exported bitmaps in your browser.

The example is sliced like this (the slices has been separated so you can see them):



If you don't want some named objects to slice:

1. In the drop-down list in the Name Gallery select **Slices**.
2. Checked Names slice the graphic - if necessary, unselect the check box.
Unchecked Names have no effect on other objects. (That is, they do not affect slicing.)

Using the graphics and HTML code on a web page

To include the sliced image on a web page you need to copy part of the HTML test page into the web page. (Cut-and-paste is the easiest way.) This description assumes you know how to edit a web page and have a basic knowledge of HTML. You may also need to copy the bitmaps files to your web server.

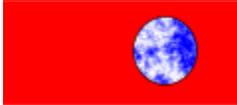
1. In a text editor, open the .htm file created when you exported the bitmaps.
2. **Technical Note:** the bar is contained in a Table. This ensures correct formatting.
Copy the entire Table into your web page where you want the bar to appear. The Table starts
`<table name="XaraTable"...`
and ends
`</table>`
3. We recommend copying the bitmaps to the same folder as the web page. If you use a different folder to the web page, you need to edit the SRC attributes to point to the correct folder.
4. Copy the bitmaps to your web site. The bitmaps have the same name as used in the Name Gallery. (In this example **circle.gif**)
There may be other bitmaps with names such as **r2c1.gif** plus a file called **shim.gif**. Copy all these to your web site. **Technical note:** Shim.gif is a dummy bitmap used for padding.

Image Slicing Overview (Alternative Method)

Large, complex graphics for web pages can produce large files, which take a long time to download over the Internet. You can "slice" the image into sections, which can download separately.

You have two ways of slicing images. This way will be familiar to Photoshop and Macromedia Fireworks users. It uses separate slicing objects in a special [layer](#). The [alternative method](#) is easier for drawings that are likely to change (because the slicing information is part of the objects in the drawing).

To show how to slice images, we'll use this graphic (in practice you would not slice a simple image like this):



Another use of slicing is optimization. The blue and white circle contains more colors than the surrounding areas of flat red. You can optimize the graphic by exporting just the high detail area (the circle) as a JPEG or 256-color GIF and the other areas as a 2-color GIF. This minimizes the amount of data to download. A [separate page](#) describes optimization.

First stage: create a "slicing" layer

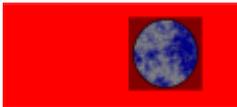
The objects that do the slicing need to go in a separate [layer](#). So you need to create a new layer. For full information see [Creating layers](#).

1. From the Utilities menu, choose **Layer Gallery**.
2. Click the **New** button in the gallery.
3. Give the layer a name (for example **Slices**). The new layer is the selected layer. (Any objects you create go into the selected layer.)

Second stage: create the "slicing" objects

Next step is to create objects over the areas you want to slice - in this case over the circle. Slices are always rectangular so the easiest tool to use is the [Rectangle Tool](#).

1. [Draw a rectangle](#) over the circle.
2. We suggest [making the rectangle semitransparent](#) so you can see the circle underneath. This makes sizing and positioning the rectangle easier:



3. Give the rectangle a name (as named objects control slicing). Use either the [Name Gallery](#) or [New name](#) on the [Selector Tool Infobar](#). For this example we'll use the name **Rectangle**. If you had more areas you wanted to export at high quality you would also name them in the same way.

Third step: hide the slicing object (the rectangle)

Hide the slicing objects so they are not exported. In this example we want to hide the rectangle covering the circle.

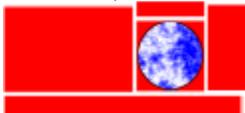
1. In the Layer Gallery deselect the left-hand check box next to the **Slices** layer. This makes the layer invisible.

Fourth stage: export the graphic in slices

You do not need to specify how to slice the image as Xara X does this automatically from the information in the Name Gallery.

1. Select both the red rectangle and the blue circle - see [Selecting objects](#).
2. Select **Export image in slices** on the File menu.
3. Select the file format (usually GIF or JPEG for Internet Graphics).
4. The file name is the HTML file that contains the HTML code for the sliced image. You can change the file name if required.
5. Click **Save**.
6. Select the required save options. (For more detail on the options in this dialog box, click the Help button.)
7. Click **Export** to save the sliced image.
8. You can now view the exported bitmaps in your browser.

The example is sliced like this (the slices has been separated so you can see them):



Using the graphics and HTML code on a web page

To include the sliced image on a web page you need to copy part of the HTML test page into the web page. (Cut-and-paste is the easiest way.) This description assumes you know how to edit a web page and have a basic knowledge of HTML. You may also need to copy the bitmaps files to your web server.

1. In a text editor, open the .htm file created when you exported the bitmaps.
2. **Technical Note:** the bar is contained in a Table. This ensures correct formatting.
Copy the entire Table into your web page where you want the bar to appear. The Table starts

<table name="XaraTable"...

and ends

</table>

3. We recommend copying the bitmaps to the same folder as the web page. If you use a different folder to the web page, you need to edit the SRC attributes to point to the correct folder.
4. Copy the bitmaps to your web site. The bitmaps have the same name as used in the Name Gallery. (In this example **rectangle.gif**)

There may be other bitmaps with names such as **r2c1.gif** plus a file called **shim.gif**. Copy all these to your web site. **Technical note:** Shim.gif is a dummy bitmap used for padding.

Imagesetting (Utilities Menu)

This submenu allows you to control the way individual objects are treated when you color separate them.

- [Overprint Fill](#)
- [Overprint Line](#)
- [Print On All Plates](#)

Imagesetting Control Bar



[Show Print Borders](#)



[Show Printer Colors](#)



[Overprint Fill](#)



[Overprint Line](#)



[Print on All Plates](#)

{button ,KL('control bars',0,`_____No_Topics_Found`,`)} Related Topics

■ Imagesetting Options

To open the Imagesetting Options, choose **Print Options** from the File menu and click on the Imagesetter tab. These options are used when outputting either to an imagesetter such as a Linotronic or to a desktop printer for checking. Check with your [print shop](#) if you are not sure which options are required.

Printers marks

These are printed in the margins outside of the normal page size. This means that a larger size of paper is required. For example, to print a US Letter (8.5 x 11 inches) with printers marks requires a paper size at least 9.5 x 12 inches. (This is often called US Letter Extra.) Some printers marks are required for all imageset work - others only for color separations. To check your work to a desktop printer may mean printing at less than full size. Full example, print at 89% to fit US Letter Extra on an 8.5 x 11 inch sheet of paper.

Note that printers marks do not appear if you print your document as a bitmap.

Crop marks

These are used for jobs that will be trimmed to size after printing. They tell the print shop where to cut the paper.

Plate information

This is information such as plate name, filename and date & time. Useful for all imageset work

Registration targets

Almost essential for color separated work. They appear in the same position on each separation so the print shop can align the separations when making printing plates and when printing.



Long registration targets

These are an alternative form of Registration targets. Some print shops may prefer to work with this type of target.



Registration stars

These are a further check that the separations are lined up. Also checks how well the imagesetter or printer handles fine detail.

Grayscale bar

This shows that the imagesetter or printer has rendered the full range of gray tones from 10% to 100%. It also provides the print shop with useful information during printing. Useful for both monochrome and color work.

Progressive color bar

Similar to the Grayscale bar. Provides the print shop with useful information during printing.

Overprint control bar

Similar to the Grayscale bar. If your document uses overprint, this provides the print shop with useful information during printing.

Emulsion down (Reflect image)

Creates a mirror image. Normally **Off** for paper or bromide. For film check with your print shop.

The imagesetting material is coated with photographic emulsion on only one side. With this option **Off**, the emulsion is on the top of the film when you can read it normally. This is often called 'right reading, emulsion up'. With this option **On**, the emulsion is on the back of the film as you read it. Called 'right reading, emulsion down' or 'wrong reading, emulsion up'. This setting only applies to PostScript printers.

Photographic negative

Produces a negative image. Normally **Off** for paper or bromide. For film check with your print shop. **Off** if you are asked for 'Positive' or just 'Pos'. **On** for 'Negative' or 'Neg'. This setting only applies to PostScript printers.

Always overprint black

Overprints any objects that are 95%-100% Key (CMYK black). Black is a relatively opaque ink and overprinting reduces registration problems. For more information on registration problems see [Overprinting Overview](#). This option is particularly useful if you have a lot of black text.

If your document has large areas of solid black, overprint can cause problems with over-inking on the printing press. Check with your print shop if in doubt.

Imagesetting Overview

If you are having large numbers of copies of your document printed, you may need to have the document 'imageset' at a [service bureau](#). The bureau will take your document in electronic form, process it and output it to an imagesetter, which is similar to a very high quality laser printer. The results then go to the [print shop](#) for printing. Xara X can handle the full range of Imagesetting options.

The service bureau can probably produce a color proof of your job, if you need one. See [Ordering proofs](#).

We recommend you read the [Imagesetting Points to Note](#) before you imageset any Xara X documents. If you experience problems, try using the [Imagesetting Troubleshooter](#).

First - ask!

Ask your print shop what they require. They will tell you:

- Film or Paper (paper is sometimes called 'bromide').
- If film, Positive or Negative.
- If film, Emulsion up or Emulsion down.
- The screen frequency to use.
- The number of copies they require. (Sometimes they can print several copies on one sheet of paper. This can save you money.)
- If the printed image runs right to the edge of the sheet of paper, you need to continue it over the edge to allow for slight errors when the page is cut to size. The extra area you need to allow is called the 'bleed'. See [Changing the bleed setting](#).

Ask your service bureau what they require. This will depend in what format you supply the document. There's more on formats later.

Next - check

Carefully check your document. Mistakes spotted now are easy and cheap to correct. Spotting the mistake later might mean scrapping the imageset output which can be expensive and wastes time. Desktop printers will show less detail than the imagesetter and there will always be some problems that only show up when imageset.

Prepare your files in a suitable format

Your files can be sent by disk, modem, or removable hard disk cartridge. Check with your service bureau to find out what they are equipped to handle. Service bureaus will need either XAR, .PRN, .CMX, or .EPS files. If you are new to imagesetting, we suggest trying to find a bureau that can take .XAR or .CMX files.

XAR files. The service bureau may be able to accept Xara X format files. If so, it saves you a lot of work. The service bureau can then take your file and make all the necessary settings.

CMX files. If the bureau cannot accept Xara X files, they may be able to take CorelDRAW .cmx files. Again, if they can, it's less work for you.

PRN files. These are produced using the Print dialog box. But instead of the data going to a printer connected to your computer, the data goes into a file on disk. You will need a suitable printer driver. Ask your service bureau what they recommend. (For more information on printer drivers see the documentation supplied with Windows.) See [Producing a .PRN file](#) for more information. Note: Be sure to review and confirm all settings with your service bureau! They will not be able to verify or fix a .PRN file. Any mistake you make will only be apparent on output, which could be costly!

EPS files. Other bureaus may accept .EPS files (as exported from Xara X). These files can be taken into other applications by the service bureau and handled from there. Again check everything carefully before producing the file as the service bureau usually cannot fix any problems in an EPS file.

Print a hard copy

Always provide a final printout of your work to the service bureau, even if it's only a black and white representation. This will help them identify and assess what they're working with.

Include print job information

If you are sending .PRN files, include details of the settings that you have used. If you have any doubts, check with your service bureau reps. They usually have an order form that you can use.

Fonts

For the output from the service bureau to match your original, they must have the same fonts as you used. If they don't, convert text to editable shapes. See [Printing text](#).

After Imagesetting

If the service bureau send you the output, check it carefully. Spotting a mistake now is better than spotting it after everything's printed. Look for:

- Mistakes in the drawing. Sometimes the high quality output shows up problems not previously evident. Is the drawing complete? Are all the layers visible?
- Check any text is correct. The same name font from two different manufacturers may give different results.
- Any physical defects in the material. Rare but not unknown.

Assuming there's no problems, you can now send the output to the print shop.

Related Topics

[Imagesetting](#)

[Printing](#)

[Overprinting](#)

Imagesetting Troubleshooter

This troubleshooter covers problems associated with imageset and separated output. See the [Printing troubleshooter](#) for help on general printing problems. Producing imageset output can be complicated. Inexperienced users may find it easier (and cheaper) to let the [service bureau](#) do more of the work. See [Imagesetting Overview](#) for more information.

What is the problem?

{button „JI(';IDH_Trouble_Imagesetting_I_get_more_or_less_output_than_expected')"} I get more pages or fewer pages than I expected.

{button „JI(';IDH_Trouble_Imagesetting_The_imagesetter_gives_an_error')"} The imagesetter gives an error.

{button „JI(';IDH_Trouble_imagesetting_The_output_itself_is_wrong')"} The output itself is wrong.

Related Topics

[Imagesetting](#)

[Color separating overview](#)

"Path too complex" error message

One or more objects in your drawing has too many points on its outline and the imagesetter has run out of memory. This is most likely to happen with freehand lines with little smoothing or traced bitmaps. You need to check your drawing looking for such objects. See Smoothing lines and shapes and Bitmap Tracer Troubleshooter.

--- Close this troubleshooter.

Emulsion down / Emulsion up

Some print shops work from emulsion down imageset output, others from emulsion up. That is why we recommend consulting the print shop before getting the job imageset. You need to rerun the job. The service bureau may be able to swap between emulsion up or down on their imagesetter. If they can, it means you don't have to recreate the file. If not, recreate the file and make sure the **Emulsion Down** button in the Imagesetting Options is correctly set. See Imagesetting Options.

___ Close this troubleshooter.

I get fewer pages than I expected

Possibilities are:

- The imagesetter gave an error during processing. See [The imagesetter gives an error](#).
- You did not select the required number of separations in the Separations Options.
- You are using [spot colors](#) but checked the **Print Spot Colors as Process Colors** option in the Separations Options.

See [Separations Options](#).

— Close this troubleshooter.

I get more or less output than expected

The imagesetter has produced some output but the number of pages produced is not what you expected.

What output did you get?

{button ,JI(';', 'IDH_Trouble_Imagesetting__Only_one_page_is_output_and_nothing_is_separated')} One page and nothing is color separated.

{button ,JI(';', 'IDH_Trouble_Imagesetting_I_get_fewer_pages_than_I_expected')} Fewer pages than expected.

{button ,JI(';', 'IDH_Trouble_Imagesetting_I_get_more_pages_than_expected')} More pages than expected.

{button ,JI(';', 'IDH_Trouble_Imagesetting_I_get_multiple_copies_of_each_page')} Multiple copies of each page.

I get more pages than expected

You probably selected some unwanted separations in the Separations Options. See [Separations Options](#).

Close this troubleshooter.

I get multiple copies of each page

You probably selected multiple copies in the Print dialog box. Choose **Print** from the File menu and change the number of copies.

— Close this troubleshooter.

Negatives and Positives

Some print shops work from negative imageset output, others from positives. That is why we recommend consulting the print shop before getting the job imageset. You need to rerun the job. The service bureau may be able to swap between negative and positive on their imagesetter. If they can, it means you don't have to recreate the file. If not, recreate the file and make sure the **Negative** button in the Imagesetting dialog box is correctly set.

___ Close this troubleshooter.

No printer's marks appear

If no [printer's marks](#) appear round the edge of the image, it could be because:

- **Output Printers Marks** is unchecked on the Imagesetting Options. This option is automatically unchecked if you uncheck Print Color Separations on the Separations dialog box.
- You have selected **Bitmap** printing in the Output Options. Select **Normal** or **PostScript** printing mode.
- The selected paper size is too small to print the image and printer's marks. Outputting printer's marks requires a larger than regular paper size. The paper size is set in the Print Setup dialog box. When proofing to a desktop printer, you may need to print at less than 100% to fit on the both the image and printer's marks.

..... Close this troubleshooter.

Related Topics

[Imagesetting](#)

[Color separating overview](#)

Only one page is output and nothing is separated

You probably forgot to select **Print Color Separations** in the [Separations Options](#).

— Close this troubleshooter.

Only partial printers marks appear

Printer's marks are controlled by the Imagesetting Options. Check the settings.

— Close this troubleshooter.

Only some printer's marks appear

You may have output your drawing on a paper size that is too small. Outputting printer's marks requires a larger than regular paper size. The paper size is set in the Print Setup dialog box. When proofing to a desktop printer, you may need to print at less than 100% to fit on the both the image and printer's marks.

— Close this troubleshooter.

Paper and Film

Some print shops can only work from film not paper (bromide). The material depends on what the service bureau load into the imagesetter and is not something controlled by Xara X. You need to get the job rerun by the service bureau onto the correct material.

--- Close this troubleshooter.

Printer's marks appear on only two sides of the image

You may have output your drawing on a paper size that is too small. Outputting printer's marks requires a larger than regular paper size. The paper size is set in the Print Setup dialog box. When proofing to a desktop printer, you may need to print at less than 100% to fit on the both the image and printer's marks.

— Close this troubleshooter.

Problems with printer's marks

Printer's marks appear around the outside of the image to help the print shop.

What is wrong with the printer's marks?

{button „JI(';IDH_Trouble_Imagesetting_No_printers_marks_appear')} No marks appear

{button „JI(';IDH_Trouble_Imagesetting_Only_some_printers_marks_appear')} Only some marks appear

{button „JI(';IDH_Trouble_Imagesetting_Marks_appear_on_only_two_sides_of_the_image')} Marks appear only on two sides of the image

{button „JI(';IDH_Trouble_Imagesetting_Only_partial_printers_marks_appear')} Only partial marks appear

Some objects appear on all separations

There are two possible reasons:

- Black or gray objects appear on all separations if they are defined in RGB or HSV color models. Redefine them as CMYK. Note that Black and gray shades on the Color Line are defined in CMYK and so appear only on the Key separation. See Color Editor.

- **Print on all Plates** is applied to the object. This option is on the **Imagesetting** submenu of the Utilities menu. See Print on All Plates.

----- Close this troubleshooter.

Some text is in the wrong font

You have used a font that is not available on the imagesetter. There are several options:

- Select **Print all Text as Shapes** in the Output Options. This converts all text to simple shapes for printing, but can make the file much larger.
 - Convert just the affected text objects to shapes. See [Converting text to shapes](#). Note that you cannot later edit text that you have converted to shapes using the Text Tool.
 - Use a different font. There may be a similar font available which the [service bureau](#) also have.
- Close this troubleshooter.

Spot colors separate to CMYK

There are two possibilities:

- The **Print Spot Colors as Process Colors** option is checked in the Separations Options. In this case, all spot colors appear only on the CMYK separations.
 - Either the objects have transparency applied or are covered by a transparent object. See Imagesetting points to note.
- Close this troubleshooter.

The imagesetter cannot interpret the file correctly

The problem is likely to be that you used the wrong printer driver. Some drivers include extra information suitable for that type of printer but which cause an imagesetter to error. Ask your service bureau which printer driver they recommend.

There are many different types of imagesetter in use world-wide. We regret that we cannot recommend which printer driver is suitable for any particular type of imagesetter. However we have found that Linotronic drivers generally give good results on a wide range of imagesetters.

— Close this troubleshooter.

The imagesetter gives an error

The exact wording of any error message depends on the imagesetter. However, there are two basic types of error message you may get:

What error do you see?

{button ,Jl(';',IDH_Trouble_Imagesetting_The_imagesetter_cannot_interpret_the_file_correctly')} "Cannot understand something in this file" or "Flushing to end of file".

{button ,Jl(';',IDH_Trouble_Imagesetting_Path_too_complex__error_message')} "Path too complex" or "Too many points on line".

The output itself is wrong

The imagesetter has produced the right number of pages but there is a problem with those pages. If the number of pages is wrong see [I get more or less output than expected.](#)

What is wrong with the output?

{button ,Jl(';', 'IDH_Trouble_Imagesetting_Theres_a_physical_defect_in_the_imageset_output')} There is a physical defect in the material.

{button ,Jl(';', 'IDH_Trouble_Imagesetting_Problems_with_printer_s_marks')} There's a problem with Printers Marks around the edges.

{button ,Jl(';', 'IDH_Trouble_Imagesetting_The_proof_colors_don_t_match_those_on_screen')} The colors on the color proof don't match the colors on screen.

{button ,Jl(';', 'IDH_Trouble_Imagesetting_Spot_colors_separate_to_CMYK')} Some objects that should appear on the spot plate have been separated to CMYK.

{button ,Jl(';', 'IDH_Trouble_Imagesetting_Negatives_and_Positives')} The print shop say they need negatives not positives.

{button ,Jl(';', 'IDH_Trouble_Imagesetting_Negatives_and_Positives')} The print shop say they need positives not negatives.

{button ,Jl(';', 'IDH_Trouble_Imagesetting_Emulsion_down___Emulson_up')} The print shop say they want emulsion down.

{button ,Jl(';', 'IDH_Trouble_Imagesetting_Paper_and_Film')} The print shop say they want film not paper.

{button ,Jl(';', 'IDH_Trouble_Imagesetting_Some_text_is_in_the_wrong_font')} Some text is in the wrong font.

{button ,Jl(';', 'IDH_Trouble_Imagesetting_Some_objects_appear_on_all_separations')} Some objects appear on all separations.

The proof colors don't match those on screen

The computer screen can display some colors which are impossible to reproduce using the four CMYK inks. You can simulate how the printed job should look by selecting **Show Printer Colors** on the Window menu.

Show Printer Colors is color matched to Cromalin and Matchprint proofs (see [Ordering proofs](#)). The output from a desktop color printer and other types of color proof may differ from this on-screen simulation. For more details see [Displaying a document using the printer colors](#).

— Close this troubleshooter.

There's a physical defect in the imageset output

These are rare but not unknown. Point out the defect to the service bureau and ask them to rerun the job.

----- Close this troubleshooter.

■ Import (File Menu) CTRL+SHIFT+I

- **Import from Web (File Menu) CTRL+W**

With **Import From Web** you can specify a web page and download all the images from that HTML page into your current document. For more details see [Importing images from the Web](#).

Note

- If the HTML page uses frames, graphics within those frames are not imported.
- Any background image becomes the background of the Xara X page.

{button ,KL('importing;opening;loading',0,` ____No_Topics_Found`,`)} Related Topics

Importing CDR files

You can import CDR files from versions 3, 4, and 5 of CorelDRAW. If you are using CorelDRAW 6 or later use CMX to transfer your files - see [Importing CMX files](#). If a CDR file contains a CMX file the CMX file will be loaded (to include a CMX file in a CDR file, select the "Include Presentation Data" in the Save dialog box).

As CDR is not Xara X's native file format, some objects may not appear how you expect them to. Note that if the file contains a CMX file, the CMX importer will be used so the following does not apply.

- **Fills.** All fill types apart from full color pattern fills are supported. However, custom fills are imported as fills from the start color to the end color. Square fills are approximated to radial fills. Full color pattern fills which are just a bitmap (no paths or other objects) are imported as bitmap fills.
- **Text.** Text is imported with the font name, font size, bold, italic, underline, super/subscript and line spacing attributes. Only the alignment and baseline shift options from the fit path to text roll-up are imported. Text on a path can only be imported if the path it is fitted to still exists in the file. If you delete a path in CorelDRAW after fitting text to it, the text will be imported into Xara X as normal text in the position it was before this operation.
- **Special Effects.** Mix, Color limit and ColorAdd Lenses are supported. Other types of Lenses are not supported. Some PowerClips may be imported incorrectly. All other effects are supported.
- **Envelopes.** Envelopes are approximated. You will be warned about this after the file has been imported if there were any envelopes in the file.
- **Extrusions.** Some extrusions cannot be imported correctly.
- **Colors.** CorelDRAW has no concept of a named color, so all objects have to be imported with local colors applied to them. The colors on the Color Line are the default set for CorelDRAW. If you've edited these colors in your copy of CorelDRAW, you'll need to import your edited palette file into the document using the CorelDRAW Palette file filter as these colors are not stored in CDR files. See [Importing colors and palettes](#).
- **Lines.** If lines are imported which have arrowheads, the object will appear as a group containing two objects, a line and a shape (the arrowhead).

If Problems Occur. If any of these limitations cause problems, try saving the .CDR file from CorelDRAW as EPS and import that instead. If a file is found to load incorrectly, please send the file to Technical Support with full details. See [Technical Support](#) for further details.

Importing CMX files

You can import Corel CMX version 5 and 6 files. As CMX is not Xara X's native file format, the file may contain some objects that do not have direct equivalents. Below is a list of objects that may not import as you expect them to.

- Fills. Multiple color (custom) graduated fills are imported with just the end colors. Other grad fills work. Postscript and Vector (full color) pattern fills are not supported. Any objects imported with them will not be filled.
- Bitmaps. Cropped bitmaps will appear as rectangles with a bitmap fill.
- Text. Underlined text is not supported by Xara X. Individually rotated letter will not appear rotated.
- Molds. CMX does not support molds, the objects will appear as ready-molded shapes.
- Blends. CMX does not support blends. All the blend steps will appear as shapes.
- Clipping. The outlines of PowerClip and Place Inside containers are approximated.
- Lenses. You can only import Transparency, Color Add and Color Limit lenses.
- Outlines. If you have an object with a behind fill, Xara X will import the shape without the behind fill.
- Tiling. Some tiling options such as offset-tiling will not import correctly.

If Problems Occur. If any of these limitations cause problems, try saving the .CMX file from CorelDRAW as EPS and import that instead. If a file is found to load incorrectly, please send the file to Technical Support with full details so we can fix the problem. See [Technical Support](#) for further details.

Related Topics

[Exporting CMX files](#)

[Importing CDR files](#)

Importing PhotoCD files

If you have a [PhotoCD](#) disk, you can open the files on it individually or add the PhotoCD to the Clipart Gallery so you can preview the images on it.

■ To open a file on a PhotoCD disk

1. From the File menu, choose **Open**.
2. Browse to the \Photo_cd\Images folder on the CD.
3. Choose "Photo CD (*.pcd)" from the drop-down list.
4. Double-click the image you want to load. You can use the inlay in the PhotoCD case to find the image number.
5. In the dialog box, choose the resolution you want to load.

■ To add a PhotoCD disk to the Clipart Gallery

1. From the Utilities Menu, choose **Clipart Gallery**.
2. Click the **Disk Clipart** button.
3. Browse to the \Photo_cd\Images folder on the CD.
4. Click **Add**.
5. When the dialog box appears asking if you want to create an index, click the **Create** button. If this dialog box does not appear, there is already an index, you need to update it, see the tips below.
6. As the index cannot be written to the CD, you will be asked if you want to create the index in the [temporary folder](#). Click the **Create** button.

Tips

- To open a PhotoCD file, just double-click on it in the Clipart Gallery. A dialog box opens for you to choose which resolution you want to open.
- If you place another PhotoCD in your CD drive, you need to update the gallery. See [Updating a disk-based gallery](#).

Related Topics

[Clipart gallery](#)

[Fill Gallery](#)

[Clipart](#)

Importing animated GIF files

If you import or open an [animated GIF file](#), each frame is imported as a [bitmap](#) with all the bitmaps placed in separate [frames](#). Each frame is listed in the Frame Gallery with the last frame at the top.

Tip

- You can easily alter an animated GIF by loading it into Xara X, altering one or more frames and reexporting the animated GIF. For more details, see [Creating animated GIF files](#).

Related Topics

[Animated GIF files](#)

[Frame Gallery](#)

Importing colors and palettes

You can import the following color table and palette files.

- CorelDRAW Palette .CPL and .PAL
- Adobe Color Tables .ACT
- Adobe Color Swatches .ACO
- PaintShop Pro Palettes .PAL
- Microsoft Palettes .PAL

You can import the colors into a document, or place them in the Color Gallery so they are always available.

- **To import a palette file**
- Into an existing document - drag the file icon from Explorer or File Manager and drop it onto the document window away from the Color Line.
- Into a new, blank document - drag the file icon from Explorer or File Manager and drop it on the Color Line.
- **To add a palette to the Color Gallery**
 1. Open the folder into which you installed the program.
 2. Open the Palettes folder.
 3. Copy a palette file into this folder. The file must be in one of the formats described above.

Tips

- Imported colors become named colors when you import them and are displayed in the Color Gallery and on the Color Line.
- For palette files that contain large numbers of colors, it may be easier to import the palette into a blank document and use the Color Gallery to move the required named colors from the blank document into your selected document. Using the Color Gallery to apply a named color from the blank document automatically copies that named color into the selected document.
- To create a palette file from Adobe Photoshop, select Indexed Color from the Mode menu and choose Color Table from the Mode menu.
- To create a palette file from PaintShop Pro V3, choose Save Palette from the Colors menu.
- You can only import colors from palette files when they are defined in color models supported by the program. e.g. PhotoColtone colors in ACT files will not import.

Related Topics

[Deleting named colors](#)

[Color Gallery](#)

Importing files

You can incorporate (import) an existing drawing into a document. Note the difference between Opening (which opens the drawing in a separate window) and Importing (which loads the drawing into the existing window).

■ To import a file

1. From the File menu, choose **Import**.
2. Browse to the folder containing the document file.
3. To display only particular file formats, choose from the **Files of type** list. (If in doubt, choose **All Files**.)
4. Double-click on the file.

Tips

- For a list of types of file you can load, see the [List of Supported File Formats](#).
- Usually the importer automatically determines the type of file format and imports it correctly. In a few cases, this may not work and the file is imported incorrectly. If this happens, Undo the import and select the specific file type from the **Files of type** list. Then re-import the file.
- Importing files is an easy way of changing a document type from [Drawing](#) to [Animation](#) (and vice versa). Import an existing document into a new document of the required type. Then save out the new document. See [Drawing and Animated documents](#) for more details.
- You can also use the Clipart Gallery to import files.
- You can use drag-and-drop to import a file into a document just by dropping it onto the page.
- If the file contains [layers](#), you can specify how to handle those layers. See [Importing files with layers](#).

Related Topics

[Clipart](#)

[Clipart Gallery](#)

[Importing](#)

Importing files with layers

When importing a file containing [layers](#) into a [Drawing document](#), you can control how layers are handled.

- **To change the setting**

1. From the Utilities menu, choose **Options**.
2. Click the General tab.
3. Change the Import Layers setting:

Import layers into new layers: retain the layer information but create new layers, if necessary changing the layer names from the file.

Import layers into the active layer: discard any layer information and import everything onto the same layer (the currently selected layer).

Import layers into those layers defined in the file: retain the layer information and names from the file. If a layer already exists, use that. Otherwise create a new layer. This is useful if you want to import several files with common layer names into one document.

You can then import your file as normal, see [Importing files](#).

Note

- Importing files into an [Animation document](#) automatically removes all layer information. All objects appear in the same frame. See [Drawing and Animated documents](#) for more details.

Importing images from the Web

You can import graphics from Web pages directly from the Internet into your document. Notice the difference between this menu option which loads all the graphics from the specified web page and Import which loads a single graphic from disk.

■ To import from a Web page

1. From the File menu, choose **Import from Web**.
2. Type in the web address (URL) of the page or graphic you want to import. If the URL is a page, all the images on that page will be imported.
3. Click **Import**.

Tips

- For a list of types of file Xara X can load, see the [List of Supported File Formats](#).
- For details on what URL's you can enter, see the [Web Address Overview](#), but note that you can only use HTTP and FTP URLs.
- You can paste web addresses from Netscape Navigator and Internet Explorer into the name field of the Import from Web dialog box. To do this (1) select the web address in Navigator or Explorer; (2) press CTRL+C to copy the address to the clipboard; (3) click in the name field of the Import from Web dialog box; (4) press CTRL+V to paste the address. This is an easy way of copying a web address.
- If the HTML page uses frames, graphics within those frames are not imported.
- Any background image becomes the background of the Xara X page.
- If you have problems downloading over the Internet you may need to set up options in the Internet tab. Choose **Options** on the Utilities menu

{button ,KL('loading',0,`____No_Topics_Found`,`')}} Related Topics

Importing transparent bitmap files

CompuServe [GIF files](#) and PNG (up to 256 colors) files support 'masks' which are a very basic form of transparency. When a bitmap file with a mask is placed on a background (for example in a web page) some areas of the background show through the bitmap. This method is often used to remove the background from pictures so the bitmap doesn't appear rectangular. Importing a masked bitmap file retains the transparent mask and you can see through parts of the bitmap when it is in Xara X. For more information about masked bitmaps, see the [Internet Bitmaps Overview](#).

PNG (true color) also supports a more advanced form of graduated transparency called "[alpha-channel](#)". You can also import these files into Xara X.

Note that Simple GIF/PNG Transparency (masking) and Xara X Transparency are different. Simple Transparency means you can see through the background of the bitmap and is "on-off". Xara X and PNG alpha-channel Transparency means you can see through objects and is variable from fully transparent to fully opaque.

- **To import a transparent bitmap file**

You can import these in the same way as other files. See [Importing files](#).

Tips

- You can apply Xara X transparency to any bitmap, including masked bitmaps.
- You can create transparent GIF files and PNG (both simple and alpha-channel) files with Xara X. (See [Creating GIF Files](#) or [Creating PNG files](#)).

Increasing the available work area

To help you gain as much screen area as possible, this page lists changes you can make to Xara X so you can see as much of your document on the screen as possible. For instance, you can move the control bars around, remove any buttons you do not use and turn off the scrollbars.

- **To increase the work area you can...**
- Maximize the main document window so it fills the screen. To do this, double-click on the title bar or select **Maximize** from the [application control menu](#).
- Remove any buttons from the bars that you do not use (see [Removing and restoring buttons](#)).
- Move the [control bars](#) so they make more efficient use of the area around the edge of your document (see [Moving and resizing control bars](#)).
- Change the size of the buttons on the control bars (the Toolbar has large buttons by default). See [Setting the size of buttons](#).
- Use the Push Tool (see [Moving the page](#)) instead of the [scrollbars](#) and turn them off (see [Hiding the scrollbars](#)). This setting only affects the current document, if you want it to apply to all future documents you'll need to change the template document. See [Changing the template document](#).
- Turn off the rulers if you do not use them. See [Displaying the rulers](#).
- Make the colors on the Color Line smaller. See [Changing the size of the Color Line](#).
- Turn off the Status Line. See [Hiding the Status Line](#).

Tips

- Xara X has two modes - full screen mode and normal mode. You can change the settings of these two modes independently. See [Switching to full screen mode](#). Full screen mode saves even more space as the title bar and menu bar are not visible.
- You can use Zoom To Page and Zoom to Drawing to fill the screen with your drawing. See [Zooming to the whole page](#) or [Zooming to the whole drawing](#).

Infobar Overview

The Infobar displays different information and controls dependent on the currently selected Tool. For example, when you choose the Text Tool the Infobar contains only text related controls and when you choose the Zoom Tool, the Infobar only shows zoom related controls. By doing this, you can easily select which buttons are available and only ever have one set visible on screen - no more screen clutter!

-
-
-
-

For more information on each of the tools' Infobars, see [The Tools](#).

Installing fonts

This program is supplied with a large range of [fonts](#) for you to use. Before you can use a font, you must install it. All the installed fonts and all those you can install from the Internet or the CD are shown in the Font Gallery. Fonts come in two formats. Each font comes in two formats, [TrueType](#) and [ATM](#). You can use ATM fonts only if you have Adobe Type Manager installed. If you are not sure which type to use, use TrueType.

■ **To install a font**

1. Open the Font Gallery.
2. Find and select the required fonts (see [Selecting items in a gallery](#)).
3. Click the **Install** button in the gallery.

Note:

■ You cannot use the Fonts Gallery to install or de-install fonts if you have ATM for Windows NT 4. This is an inherent problem with the current version of ATM for Windows NT and beyond the control of Xara X. Use the standard Windows Control Panel to install and de-install fonts. For details of the Control Panel refer to the Windows documentation.

Tips

- Alternatively, clicking the **Apply** button installs the font and applies it to the selected text/cursor (or sets the [current attribute](#) if nothing is selected).
- Most programs show the installed font(s) in their font list immediately. You may find a few programs that you have to close and then reload before they show the new fonts.

Related Topics

[Fonts](#)

[Font Gallery](#)

Installing plug-ins

Plug-ins let you extend the range of effects you can apply to bitmaps. See [Bitmap effects plug-ins](#) for details of suitable plug-in types.

■ To install plug-ins

1. Choose **Options** on the Utilities menu.
2. Click the **Plug-ins** tab.
3. Click the **New** button.
4. Browse until you reach the folder containing the plug-ins that you want to add.
5. Click **Add**.

Note:

- The dialog box does not show the files in the folder. You must know the folder in advance of using the Options dialog box.
- The folder you specify can itself contain folders. This makes it easier for you to organize your plug-ins on disk by placing them in separate folders.
- The Plug-ins tab has an option to search for plug-ins at startup. When selected, Xara X scans the listed folders for suitable plug-ins when the program starts up. This adds a few seconds to the start-up time. If you prefer not to have this slight delay, deselect this option. The scan is then done when you click on [Bitmap Effects & Plug-ins](#) on the Utilities menu for the first time.

Related Topics

[Removing plug-ins](#)

[Bitmap effects plug-ins](#)

[Plug-ins troubleshooter](#)

Internet Bitmaps Overview

Xara X redraws pictures at an exceptional quality level and supports both transparency (masking) and [interlacing](#) in exported GIF files. It can create bitmaps using error-diffused [dithering](#) which gives bitmaps of a higher quality than most other programs and can also generate bitmaps with a specially chosen [optimized palette](#). It is ideal for creating [bitmaps](#) for publication on the Internet. Generally when you create bitmaps for the Internet, you will create GIF files because of the extra features they support, but there is no reason why you cannot create bitmaps in other formats. For information on how to create a bitmaps for the Internet, see [Creating GIF files](#) and [Creating JPEG files](#).

When producing bitmaps for the Internet, we suggest basing your document on the '640 by 480 drawing' or '600 by 800 drawing' template. These use pixels as their measurement units. See [Creating new documents](#) for details.

Use GIF for graphics that are artificial - sharp lines, text and other precise illustrative aspects. Use JPEG for images that are either natural - photographs, backgrounds - or other images that don't mind losing a bit of detail. You should experiment with various JPEG compression settings as well.

You have several options for exporting GIFs. Generally, in increasing quality and size, they are:

1. 2 color non-dithered
2. 16 color non-dithered, optimized palette
3. 16 color diffuse dithered, optimized palette
4. 256 color non-dithered, palette optimized
5. 256 color diffused dither, optimized palette

The last one will always give the best quality, but is usually also the largest variant, and you may sometimes find JPEG images come out smaller.

GIF and JPEG are the only two formats that will be guaranteed to work with all browsers.

For Really High Quality WWW Bitmaps

- Turn the Quality setting to its highest level (see [Changing the screen quality of documents](#) for more details).
- Use error-diffused dithering, but do not forget this may increase the file size.
- Use an optimized palette, but this may increase the file size.
- If you are creating a masked GIF, make sure its edges are [anti-aliased](#) to the same background as that on the Internet page. See Smooth Bitmap Edges below).
- You will usually find an interlaced bitmap is more pleasing to the eye, particularly if the image is large.
- Keep the bitmaps as small as possible so they download quickly - always use as few colors as you can. For example, if your image only contains 10 colors, an optimized palette 16 color (4 bit) bitmap is likely to be as good as a 256 color version but will be half the size.
- Use the pixel units (see [Units Options](#)) to ensure all your objects are aligned on the edges of pixels in the bitmap.

Sometimes experimentation yields even better results. For example for an image composed of many, very similar colors, error-diffused dithering probably gives no improvement. You may also find with a picture like this that you can create a very high quality image using an optimized palette with only 16 colors.

Masked GIFs

GIF bitmaps support masks. This means the bitmap can have areas which are 'see-through'. This simple form of transparency is extremely basic, but lets you remove the background from pictures. To create a masked GIF, select Background Transparency when you export a GIF; any areas not covered by the selected objects are see-through in the file.

The effect of exporting the red star. On the left without background transparency - the green background and all the blue circle are exported. On the right, with background transparency - only the part of the blue circle covering the red star is exported.

- Note that the actual bitmap is always rectangular even if it contains transparent areas. Also note that GIF transparency is very different from Xara X transparency. Transparency in GIF means a simple 'on-off' transparency. Transparency in Xara X means you can make objects semitransparent and apply graduated transparency.

GIF Interlacing

GIF files can be [interlaced](#). This means when you download the image from the Internet it will be drawn on screen in phases as the file is downloaded.

How Many Colors Do You Really Need?

If your picture doesn't use many colors, try creating a bitmap that uses less colors. This will make it smaller and so it will download faster. If your bitmap is a masked (transparent) GIF, one of the colors is used for the transparency, so a two color transparent GIF has only one visible color.

Smooth Bitmap Edges

If your final bitmap has see-through areas, it will look better if the edges of the objects in the drawing are smoothed against the background color. See [Changing the background](#). This will create a bitmap with very smooth edges.

To ensure you do not get any strange effects on the edges of your bitmap, align the outlines of objects with the edge of the bitmap you are creating. Do not select the background object when you export the bitmaps. You may find it useful to place the background object in a new, background layer.

- In this example, in the left picture, the purple star was exported as a transparent bitmap with a black rectangle behind it. Notice how its edges look great on the black areas. In the right picture, the purple star was exported with a white rectangle behind it, notice how much better it looks on the white background.

Palette Options

You can create completely non-dithered images for Netscape and Microsoft Internet Explorer by using colors from the Browser section in the Color Gallery. This gives you access to a full range of colors which will be displayed without dithering in these two browsers (as long as you do not use blends, graduated transparency or graduated fills).

You may find it easier to use the Color Gallery instead of the Color Line to apply colors as you can resize it to show all the colors in a small area.

Alternatively, always create use the bitmap using an optimized palette as this nearly always give exceptional results, but gives slightly larger files.

- If you create your bitmap using an optimized palette it will look far better in true color (millions of colors) and high color (thousands of colors) screen modes. You may also find that it looks better in 256 color modes. You nearly always get better results by using an optimized palette, although usually the file is larger.

Pixel Units

Xara X includes a Pixel unit. If you turn on the grid and use pixels for the page units (see [Changing the page units](#)) and for the Grid and Ruler units you can move objects by individual pixels and see all measurements measured in pixels.

Animations

For details on creating animated GIF files for the Internet, see [Creating animated GIF files](#) and the [Frame Gallery Overview](#).

Internet Options

To open the Internet Options, choose **Options** from the Utilities menu and click on the Internet tab. With these options, you can optimize how Xara X connects to the Internet. If in doubt, use the default settings; they give satisfactory results. Changing the values in this tab just lets you get the best possible results.

These options set the global Windows Internet settings used by Internet Explorer. If you change options here, they will also change in Internet Explorer. If you have already set up Internet Explorer, you shouldn't need to change these. If you are not using Internet Explorer, you will probably need to set these options up as they will not mirror your browser settings.

Internet Cache

When Xara X downloads gallery items off the Internet, it stores them in a reserved area of disk memory called a Cache. When Xara X uses these items in the future, it can load them directly from the cache which is much faster than downloading over the Internet.

Cache Usage indicates the amount of cache space currently in use. This gives an idea as to whether the cache size is correct. That is, if cache usage is consistently nearing 100% the cache size should be increased if possible. A larger cache size does not affect the program adversely or take up unnecessary space on the drive. We recommend a cache size of 15 - 20 Mb. The minimum cache size is 500Kb, the maximum is the free space on the drive when the size is set. Anything outside these limits generates an error.

You can type in byte values directly (**800000**). For Kilobytes or Megabytes, follow the value with **K** or **M** (**500K** or **8M**).

The **Empty Cache** button removes all files from the cache except a few essential data files needed by Xara X. (This means that **Cache Usage** might not return to 0% after emptying.) To use a file that has been removed from the cache you have to download it again.

Connection Type

Over faster modems, ISDN and networks, Xara X can speed up downloads by using multiple connections. These multiple connections are invisible to you and you just see an increase in speed.

If you connect to the Internet using a modem, select the appropriate speed option. If you are not sure about your modem, use the default setting.

If you connect to the Internet using a LAN (Local Area Network - often called just a 'Network'), select **Dual ISDN or Better**. If in doubt, contact your System Administrator.

Connect through an HTTP Proxy Server

Home users can ignore this option. It applies only to corporate users who are isolated from the Internet by a firewall. If in doubt, contact your System Administrator. Note that Internet Explorer automatically sets up this information. You only need to change these entries if you have problems downloading clipart from the Internet.

Note: Use the **name** of the server, not the numeric **IP address**. You can find out the server details by checking in the Internet section of your Browser. **Port** is the TCP-IP port number assigned on the server.

Related Topic

[Downloading items](#)

- **Intersect Shapes (Arrange Menu) (Ctrl+3)**

Discard those areas of the selected objects not covered by the front object. The front object disappears. The front object may be a group for more complex intersection. This operation is the opposite of [Subtract shapes](#). If the intersection results in more than one shape they are grouped. For more information see [Intersecting shapes](#).

Intersecting shapes

Intersecting objects leaves only the area where all the selected objects intersect.



■ To intersect shapes

1. Select the objects (see [Selecting objects](#)).
2. On the Arrange menu, choose **Combine Shapes** then choose **Intersect Shapes** (or press CTRL+3).

Tip

- You can intersect all object types including bitmaps.

Movie

{button ,EF("XaraDemo.exe","IntShape Intersecting Objects",1,") } Intersecting objects

Related Topics

[Combining](#)

[Moving objects backwards and forwards](#)

Inverting a grayscale bitmap

To reverse the colors in a [grayscale bitmap](#), you [contone](#) the bitmap using black and white with the colors the opposite way around from normal. You can create a grayscale bitmap by doing this to a color bitmap.

- **To invert a grayscale bitmap**

1. Select the bitmap.
2. Left-click on black on the Color Line.
3. Right-click on white on the Color Line.

Tip

- Contoning isn't restricted to black and white; you can fade the colors in the bitmap between any two colors.

Related Topics

[Bitmaps overview](#)

[Color Line](#)

JPEG Export Dialog Box

The [JPEG](#) export bitmap dialog box is opened by selecting JPEG as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported and the 'quality' of the final bitmap. You can use the Export dialog box to preview the bitmap using different settings. This lets you change, for example, the number of colors and see how this affects the look of the bitmap and its file size. For details of how to create a JPEG file, see [Creating JPEG files](#).

- [Preview boxes](#)
- [Bitmap Options Tab](#)
- [Bitmap Size Tab](#)
- [Image Map Tab](#)
- [Browser Preview](#)
- [Export/Apply Button](#) (see Note)
- [Use Original JPEG](#)

Exporting from the Bitmap Gallery

If you export a bitmap using the **Save** button in the Bitmap Gallery, only one tab will appear because you can only change the basic bitmap settings. You cannot (for example) resize it. If you need more options, select the bitmap in the document and use **Export** on the File menu.

Note

This button reads **Apply** when setting options in the Name Gallery (because you are setting options prior to Exporting a sliced image). Otherwise it reads **Export**.

{button ,KL('JPEG files',0,`____No_Topics_Found`,`)} Related Topics

JPEG Export Dialog Box - Use Original JPEG

This option is available only if you have opened the JPEG Export dialog box by clicking the **Save** button in the Bitmap Gallery. If you select a JPEG in the Bitmap Gallery and click **Save**, you can select this option to save the JPEG file out again without it being re-encoded. This means the JPEG you save is an exact copy of the original file and has not been through the JPEG process a second time. You will notice that when you select this option, you cannot change the Quality setting.

- **Join Shapes (Arrange Menu)**

Join Shapes joins all the shapes and lines in the selection to form a single object. Because overlapping parts of the same shape are drawn with no fill color (you can see through the overlapping parts), you can use this effect to create holes in shapes, by joining several shapes together.

The Join menu options tie together a number of different shapes into one shape making all the parts that overlap see-through. For example, joining an object with a smaller circle on top of it produces an object with a circular hole in it.

Related Topics

[Breaking lines and shapes apart](#)

[Creating objects with holes](#)

Joining lines

You can join two separate [lines](#) to create a single line.

■ To join lines

1. Choose the Selector Tool.
2. Click on the first line to select it.
3. SHIFT-click on the second line to select it.
4. (Using either the Selector Tool or the Shape Editor Tool) drag the end point handle of one line over the end handle of the other line - the mouse pointer shows a '+' when the two handles are over each other.
5. Release the mouse button and the lines will be joined.



Release the mouse button to join the lines

Related Topics

[Lines](#)

[Shape Editor Tool](#)

[Selector Tool](#)

Justifying text

After creating a [text object](#), you can justify it so each line is aligned on the left, on the right, in the center or on both sides. If you want to create a new justified text object, just place the text cursor in the document (or drag to create a column text object) and click one of the justification buttons on the [Text Tool Infobar](#). Full justification only works with column text and text on a curve.

■ **To change the justification**

1. Select the text you want to change (see [Selecting text](#)).
2. Choose the Text Tool.
3. Click one of the justification buttons on the Infobar.

Related Topics

[Column text](#)

[Text Tool](#)

Kerning text

Kerning alters the horizontal space between two adjacent characters. There are two types of kerning:

- Automatic kerning (or "auto-kerning"). If all characters are spaced the same distance apart, some character pairs such as "AV" look wrong. To correct this most (but all) fonts have in-built "kerning pair" information that adjust the spacing for particular pairs of characters. (Notice how "AV" overlap each other - that is the effect of auto-kerning.)

- Manual kerning. With this, you have full control over the distance between characters by inserting a 'kern' character. You can use manual kerning for special effects (such as overlapping characters).

- **To enable automatic kerning**

1. Choose the Text Tool.
2. Select **Automatic kerning**.

Notes:

- Not all fonts include kerning pair information.
- Auto-kerning applies to the entire text object. You cannot auto-kern just part of a text.
- Xara X does not auto-kern where text changes between regular and bold or italic. If necessary, use manual kerning.

- **To manually kern text**

1. Choose the Text Tool.
2. Click between the two characters you want to kern. This inserts the text cursor.
3. Click the buttons on the Kerning control on the right hand side of the Text Tool Infobar.

Kerns are measured in thousandths of em's with positive values moving characters apart and negative values moving them closer together.

Notes:

- You can also set the kerning by typing a value into the kerning field and pressing RETURN.
- To remove the kern, delete it just like any other character.
- To change the size of a kern, just click between the two characters and change the value.

- **Layer Gallery (Utilities Menu) F10**

Layer Gallery on the Utilities menu and the **Layer Gallery** button opens or closes the Layer Gallery. The button remains pressed in if the gallery is open.

This menu option is dimmed for Animated documents. See Drawing and Animation documents for details.

Layer Gallery - All Editable



When the **All Editable** button in the Layer Gallery is selected all layers are unlocked and editable so objects in any layer can be edited. When this button is not selected the editable status of a layer is set by its own editable setting. For more information, see [Locking layers](#).

`{button ,KL('layers,layer gallery overview',0,`____No_Topics_Found`,`)}` **Related Topics**

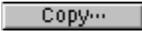
Layer Gallery - All Visible Button



When the **All Visible** button in the Layer Gallery is selected all layers in the document become visible. When this button is not selected, the visibility of a layer is set by its own visibility setting. This button does not affect the [guides layer](#). For more information, see [Hiding layers](#).

`{button ,KL('layers,layer gallery overview',0,`____No_Topics_Found`,`)}` **Related Topics**

Layer Gallery - Copy Button



The **Copy** button in the [Layer Gallery](#) is used to copy a layer and its contents. Clicking it opens a dialog box from where you can type in a name for the new layer. For more details, see [Copying layers](#).

`{button ,KL('layers,layer gallery overview',0,`____No_Topics_Found`,`)}` **Related Topics**

Layer Gallery - Delete Button



The **Delete** button in the [Layer Gallery](#) will delete the [current layer](#). If the layer contains objects you will be asked to confirm the deletion. For more details, see [Deleting layers](#).

`{button ,KL('layers,layer gallery overview',0,`____No_Topics_Found`,`)}` **Related Topics**

Layer Gallery - Guides Layer

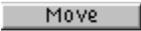
Guides

[Guidelines](#) and [guide objects](#) live within the [guides layer](#) which can be locked to prevent editing of guides and also made visible or invisible as with any other layer. All objects in the guides layer are shown as dotted outlines. For more information on guides, see [Guidelines and Guide Objects Overview](#). Note that locking the guides layer against editing prevents you from moving or deleting all guidelines and guide objects.

You can quickly swap the visibility setting for the guides layer using [Show Guides](#) on the Window menu.

{button ,KL('layers,layer gallery overview',0,`____No_Topics_Found`,`)} Related Topics

Layer Gallery - Move Button



The **Move** button in the Layer Gallery moves any selected objects to the current layer. This is a quick way of moving objects across several layers.

`{button ,KL('layers',0,`____No_Topics_Found`,`)}` **Related Topics**

Layer Gallery - New Button



The **New** button in the [Layer Gallery](#) is used to create a new layer in a document. Clicking it opens a dialog box which prompts for a name for the layer. For more details, see [Creating layers](#).

`{button ,KL('layers,layer gallery overview',0,`____No_Topics_Found`,`)}` **Related Topics**

Layer Gallery - Pop-up Menu

Right-clicking on a layer in the [Layer Gallery](#) opens a pop-up menu for that layer. The menu contains the following options:

- Copy** Identical to the [Copy Button](#).
- Delete** Identical to the [Delete Button](#).
- New Layer** Identical to the [New Button](#).
- Create Guide Layer** Creates the [guides layer](#). For details more details on guides, see [Guidelines and Guide Objects Overview](#).
- Properties** Opens the [Layer Properties dialog box](#).

{button ,KL('layers,layer gallery overview',0,` ____No_Topics_Found`,`)} Related Topics

Layer Gallery - Visible and Editable Settings

■

Next to the layers listed in the Layer Gallery are two columns of switches. For each layer the left-hand switch indicates whether the layer is visible and the right-hand switch whether it is editable. The settings of these switches can be changed simply by clicking on them.

For details on hiding layers, see [Hiding layers](#).

For details on locking layers, see [Locking layers](#).

`{button ,KL('layers,layer gallery overview',0,`___No_Topics_Found`,`)}` **Related Topics**

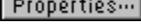
- **Layer Gallery Overview**

- **F10**

The Layer Gallery gives you full control over the layers in a document. This includes the foreground and background layers and the guides layer. For more details on layers, see the Layers Overview.

Note that only 'Drawing' type documents can contain layers. See Creating new documents for details of creating Drawing type documents.

The gallery shows two sections. The upper section lists all the foreground layers in the selected document, the lower section details the background layers which will not print. Note that the guides layer will never print no matter which section it is in.

-  New Create a new layer
-  Copy Copy an existing layer
-  Properties Layer properties
- Delete Delete a layer
- Move Move selected objects to current layer
- All Visible Display all layers
- All Editable Unlock all layers
-  Visible and Editable Hide/lock individual layers
- Guides Layer

- **Current Layer**

The current layer is the layer highlighted in the gallery and is the layer into which all newly created objects are placed. To change the current layer, just click on a layer in the gallery..

Many operations using the Layer Gallery are more easily accessible using the Layer Gallery pop-up menu.

- **Movie**

```
{button ,EF("XaraDemo.exe", "Layers Layers", 1, `) } Using layers
```

```
{button ,KL('layers', 0, `_____ No_Topics_Found', `)} Related Topics
```

Layer Properties Dialog Box

With the Layer Properties dialog box you can alter the properties of a [layer](#) and change the [guides layer](#) settings. The dialog has two sections, one for layers and one for guides.

Layer

With the Layer tab in the dialog box you can alter:

- The name of the layer. See [Renaming layers](#).
- Whether the layer is visible. See [Hiding layers](#). Dimmed for [Animation documents](#).
- Whether objects in the layer can be edited. See [Locking layers](#). Dimmed for [Animation documents](#).

These settings are duplicates of those shown in the [Layer Gallery](#) itself.

Guides

The Guides tab allows you to create new [guidelines](#) and set the color of all the guidelines and [guide objects](#) in the guides layer.

- The **Horizontal\Vertical** setting sets whether horizontal or vertical guidelines are shown.
- The **New** button allows you to create a new guideline.
- The **Delete** button deletes the selected guideline(s).
- The **Properties** button opens the [Guideline Properties dialog box](#) and allows you to set the exact position of the selected guideline.

At the bottom of the dialog box is a drop-down list from which you can select the color used to display the dotted outlines of all objects in the guides layer. For more details, see [Changing the color of guides](#).

{button ,KL('guides,overview',0,'___No_Topics_Found','')} Related Topics

Layers Overview

Note that only 'Drawing' type documents can contain layers. See [Creating new documents](#) for details of creating Drawing type documents.

When you draw an object in a document it is placed in the current layer (this is usually called Layer 1). All documents are formed from a set of layers which act like a series of transparent sheets laid on each other with opaque objects on one layer obscuring anything underneath them on lower layers. In a simple drawing all your objects are usually in one layer.

With layers you can:

- Choose which layers can be edited.
- Show as many or as few layers as you wish.
- Change the order of layers, front to back.
- Name layers.
- Create and delete layers.

You can manipulate the layers in a document using the Layer Gallery (see the [Layer Gallery Overview](#) for more details).

Foreground and Background Layers

There are two types of layer - Foreground and Background. Background layers always sit behind the foreground layers. Background layers never print so are ideal for pictures you want to copy or backgrounds you only want visible on the screen.

Button & NavBar Tool

When creating [Navigation Bars](#), this tool creates extra layers as required. These layers are called **MouseOff**, **MouseOver**, **MouseDown**, **Selected** and **BackBar**. You can view these layers in the Layer Gallery. We do not recommend deleting them or renaming them as this could affect bar creation. For more information on bar creation see [Creating Navigation Bars](#).

Tips

- Layers can be used to act as overlays to show different levels of detail. For example you could draw a map with different levels of detail on different layers and turn the layers on and off individually.
- You can use layers to divide an illustration into layers for easy editing. For example a complex drawing of a face might have layers for the mouth, nose, eyes and face.
- If you place a picture in a background layer and lock it, you can draw over it in an upper layer without affecting it.

Movie

```
{button ,EF("XaraDemo.exe", "Layers Layers", 1, `) } Using layers
```

```
{button ,KL('layers', 0, `____ No_Topics_Found', `)} Related Topics
```

Layers and Frames

You can use Xara X in two ways:

- To create normal drawings. To help you when creating complex drawings, you can use [layers](#).
- To create animations as Animated GIFs. To do this, you create a series of [frames](#) in the Frame Gallery.

For normal drawings use a drawing document; for animations an animated document. You select the type of document when you create it. See [Creating new documents](#) for details.

For more information on:

Frames: see [Creating animated GIFs](#)

Layers: see [Layers overview](#)

Related Topics

[Layers](#)

[Frames](#)

▪ **Line Gallery (Utilities Menu) F12**

Line Gallery on the Utilities menu and the **Line Gallery** button open and close the Line Gallery. The button remains pressed in if the gallery is open.

`{button ,KL('line gallery overview',0,`___No_Topics_Found`,`)}` **Related Topics**

Line Gallery - Arrows

The Arrowheads section of the Line Gallery allows you to apply arrowheads (and tails) to lines.

To apply an arrow head or tail to a line:

- Drag-and-drop the arrow head or tail from the Line Gallery onto the line. Hold down CTRL to apply the pattern to an object inside another object. See [apply inside](#).
- Select a line and double-click on the arrow head or tail in the Line Gallery. This will apply the arrow head or tail to the appropriate end of the line, for example a rounded arrowhead will be applied to the start of the line while a feathered arrow tail will be applied to the end of the line.
- Select a line and select an arrow head or tail in the Line Gallery. Click the **Apply** button.

To apply an arrow head or tail to the other end of a line (for example applying a feathered arrow tail to the start of a line) not the end, either drop the arrow head or tail onto the line where you would like it to appear, or use the second and third methods above while holding down CTRL. Alternatively you can [reverse the line direction](#).

Related Topics

[Adding arrowheads to lines](#)

Line Gallery - Brush Strokes

Brush Strokes let you change the appearance of lines. (For example, by using a patterned line.) The Line Gallery shows brush strokes in several sections:

- **New brush strokes** are custom brush strokes used in loaded documents plus a plain line (no brush).
- Other sections contain predefined brushes.

To change the brush stroke either:

- Drag-and-drop the required brush design onto the object. Hold down CTRL to apply the pattern to an object inside another object. See [apply inside](#).
- Double click on the brush design to apply it to the [selection](#).
- Click the required brush design to select it and click **Apply** to apply it to the selection.
- To remove a brush stroke (use a simple line) use **Default stroke** in **New brush strokes**.

Some brush designs are directional (like arrows along the line). Their direction depends on the direction of the line. If necessary you can [reverse the line direction](#).

You can also change the appearance of the line using [stroke shapes](#). See [Changing the stroke shape of a line](#).

The brush stroke sections have a pop-up menu (right-click) with options of:

- **Rename brush** - lets you change the name displayed for the brush
- **Copy brush graphic to clipboard** - copies a single copy of the brush to the clipboard. You can then paste it into a document. This lets you create a new brush design with, for example, different colors.
- **Delete** (New brush strokes section only) - delete the brush.

Note that the pop-up menu does not appear if you click on **Default stroke**.

Note:

- Applying a brush removes any arrowhead/tail or dash pattern already applied to the line.

Related Topics

[Changing the brush stroke design](#)

[Creating custom brush strokes](#)

Line Gallery - Dash Pattern

The Dash Pattern section of the Line Gallery allows you to apply different dash patterns to objects outlines.

To change the dash pattern:

- Drag-and-drop the required pattern onto the object. Hold down CTRL to apply the pattern to an object inside another object. See [apply inside](#).
- Double click on the dash pattern to apply it to the [selection](#).
- Click the required dash pattern to select it and click **Apply** to apply it to the selection.

Note:

- Applying a [brush](#) or [stroke shape](#) removes any dash pattern already applied to the line.

Related Topics

[Adding dash patterns to lines](#)



Line Gallery - Join Type

This sets the style of corners on the line or shape. The Join Type also applies to [contours](#) and [bevels](#).

Selecting a join type from the menu sets the join type of all currently selected lines and shapes. The join types available are:

- [Beveled Join](#)
- [Miter Join](#)
- [Round Join](#)

Related Topics

[Changing join style](#)



Line Gallery - Line Cap

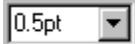
This sets the style of the ends of the line.

Selecting a line cap from this menu will set the end type of all currently selected lines and shapes. The line caps available are:

- [Butt Cap](#)
- [Round Cap](#)
- [Square Cap](#)

Related Topics

[Changing line caps](#)



Line Gallery - Line Width

You can change the line width using the drop-down list at the top of the gallery or using the Line Width section.

If there is a line selected, this field will change the width of the line(s). Otherwise it changes the current attribute for line width so the line width is drawn for all newly created objects.

To alter the line width, enter a value into the field and press RETURN or select the required line width from the menu.

Alternatively you can change the line width as follows:

- Drag-and-drop the required line width from the gallery onto the object.
- Double click on the line width to apply it to the selection.
- Click the required line width to select it and click **Apply** to apply it to the selection.

Related Topics

[Changing line thickness](#)

[Units overview](#)

Line Gallery - Stroke Shapes

The Stroke Shapes section of the Line Gallery lets you change the contour (shape) of lines. (For example, to create a tapering line.)

To change the stroke shape:

- Drag-and-drop the required stroke shape onto the object. Hold down CTRL to apply the pattern to an object inside another object. See [apply inside](#).
 - Double click on the stroke shape to apply it to the [selection](#).
 - Click the required stroke shape to select it and click **Apply** to apply it to the selection.
- You can also change the appearance of the line using Brush Strokes. See [Changing the brush stroke design](#).

Notes:

- Applying a stroke shape removes any arrowhead/tail or dash pattern already applied to the line.
- You can also select a stroke shape using the [Freehand & Brush Tool](#).

Related Topics

[Changing the stroke shape design](#)

- **Line Gallery Overview**

- **F12**

The Line Gallery gives full control over the appearance of lines and shape outlines. It allows you to alter dash pattern, width, joins and ends.

The line attributes that can be set using the gallery are:



- Line Cap

Brush Strokes (arranged in two or more sections)

Stroke shapes

Dash Pattern

Arrows

The Brush Strokes sections have a pop-up menu with options of **Rename brush**, **Export shapes to clipboard** and (New brush stroke section only) **Delete**. More details in Brush Strokes.

Movie

{button ,EF("XaraDemo.exe","LineBits Editing Line Width Ends and Joins",1,")} Editing line widths, ends and joins

{button ,KL('line',0,`____No_Topics_Found`,`)} Related Topics

- **Line Width**

..... You can choose a value from the drop-down list or you can type a value and press RETURN. For more details, see [Changing line thicknesses](#).

Related Topics

[Changing line thickness](#)

[Units overview](#)

Line and Shape Pop-up Menu

Right-clicking on a line or shape pops up a menu with the following options:

- [Shape Editor Tool](#)

- [Cut](#)
- [Copy](#)
- [Paste](#)

- [Delete](#)
- [Duplicate](#)
- [Clone](#)

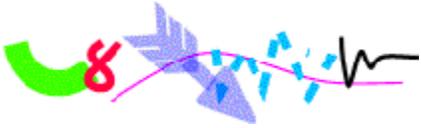
- [Convert to Editable Shapes](#)
- [Create Bitmap Copy](#)
- [Combine Shapes](#)

- [Imagesetting](#)

- [Web Address](#)
- [Color Editor](#)

{button ,KL('pop-up menus',0,`____No_Topics_Found`,`)} Related Topics

Lines and Shapes Overview



■

Lines and shapes are the simplest objects you can create in your documents. The difference between the two is that a shape is a line with its ends joined together.

Drawing Lines and Shapes

You can draw lines and shapes with either the [Freehand & Brush Tool](#) (ideal for freehand drawing), the [Shape Editor Tool](#) (the usual choice) or the [Pen Tool](#) (for those used to the pen drawing facilities of other packages). For more details, see these pages:

- [Drawing lines](#)
- [Drawing shapes](#)

Tip

- You cannot apply a fill to a line, you must join its ends together and apply the fill to the resulting shape.

Changing the Shape of Lines and Shapes

For details of changing the way lines and shapes look in your document, see the following pages:

- [Moving a point on lines and shapes](#)
- [Changing curved lines and shapes](#)
- [Setting the length and angle of a straight line segment](#)
- [Straightening curved line segments](#)
- [Adding points to lines and shapes](#)
- [Breaking lines and shapes apart](#)
- [Deleting points on lines and shapes](#)
- [Changing the thickness of lines and shape outlines](#)
- [Changing the brush stroke design](#)
- [Changing the stroke shape](#)

Changing The Ends and Joins of Lines and Shapes

You can change the ends of lines and the way segments are joined together. You can use [butt caps](#), [round caps](#) or [square caps](#) on the ends of the lines and you can use [round joins](#), [miter joins](#) or [beveled joins](#) for the junctions between segments in lines and shapes.

For more information, see these pages:

- [Changing join style](#)
- [Changing line ends](#)

Adding Arrowheads and Dash Patterns to Lines and Shapes

You can add a dash pattern to any line or shape outlines (but see Note). You can also add arrowheads and tails to your lines using the Line Gallery. For more information, see the following pages:

- [Adding arrowheads to lines](#)
- [Adding dash patterns to lines and shapes](#)

Note:

- You cannot apply a dash pattern or arrowhead to a line with a [brush](#) or [stroke shape](#) already applied.

Movies

{button ,EF("XaraDemo.exe", "CurvDraw.avi Drawing Lines and Shapes with the Shape Editor Tool",1,`) } Drawing lines with the Shape Editor Tool

{button ,EF("XaraDemo.exe", "FreeDraw.avi Drawing Lines and Shapes with the Freehand Tool",1,`) } Drawing lines with the Freehand & Brush Tool

{button ,EF("XaraDemo.exe", "PenDraw Drawing Lines and Shapes with the Pen Tool",1,`) } Drawing lines with the Pen Tool

{button ,EF("XaraDemo.exe", "CurvEdit Editing Lines and Shapes with the Shape Editor Tool",1,`) } Editing lines with the Shape Editor Tool

{button ,EF("XaraDemo.exe", "FreeEdit Editing Lines and Shapes with the Freehand Tool",1,`) } Editing lines with the Freehand & Brush Tool

{button ,EF("XaraDemo.exe", "PenEdit Editing Lines and Shapes with the Pen Tool",1,`) } Editing lines with the Pen Tool

{button ,EF("XaraDemo.exe", "LineBits Editing Line Width Ends and Joins",1,`) } Editing line widths, ends and joins

{button ,EF("XaraDemo.exe", "Smooth Smoothing Lines and Shapes",1,`) } Smoothing lines and shapes

{button ,EF("XaraDemo.exe", "JoinBrk Joining and Breaking Lines and Shapes",1,`) } Joining and breaking shapes

{button ,KL('line',0,`___No_Topics_Found',`) } Related Topics

Linked stretching (auto-scaling objects)

You can use [named objects](#) to stretch other named objects.

An example is a button with text on it. Changing the text could automatically stretch the button to match the new width. The following instructions use this example of text stretching a button. (For a simple example like this you would normally use the Button & NavBar Tool and convert them into a button - [more details](#).)

■ Naming objects

1. Select the first object you want to name (for this example either the text or the button). For more information see [Selecting objects](#).
2. You can use either the [Selector Tool](#) or the [Name Gallery](#).
 - In the Selector Tool click **Create new name**. Enter the name you want and click **Apply**.
 - In the Name Gallery click **New**. Enter the name you want and click **Apply**.
3. Name the other object.

■ Making named objects auto-stretching

You need to flag the name of the button (as this is the object that stretches). No action is needed for the name of the text.

1. In the [Name Gallery](#) select **Stretches** from the Properties drop-down list.
2. Click the arrow to the right of the button name. This displays the Extend dialog box. [Full information on this dialog box](#).
3. In this dialog box select the check box for the text name.
4. Select how you want the button to stretch.
5. Click **OK**.

Now when you change the text, the button size automatically changes.

Notes

- You can turn off auto-scaling temporarily by deselecting the check box to the right of the button name.
- You can still scale the button in the [regular way](#).
- Several objects can share a common name. Also an object can have more than one name.
- All objects that use the button name stretch as you change the size of the text.
- If more than one object shares the name of the text, stretching occurs when the size of the [bounding box](#) changes.
- Creating [navigation bar](#) buttons with text on them makes the buttons auto-stretching. You can temporarily switch off stretching by deselecting **Live stretching** on the [Button & NavBar Tool Infobar](#).

{button ,KL('Name Gallery',0,`____ No_Topics_Found`,`)}} Related Topics

Linked stretching using the Button & NavBar Tool

This is an alternative to [using the Name Gallery](#) to control object stretching. If you create a button with text on it using the Button & NavBar Tool, the width of the button automatically stretches if you later change the amount of text.

■ Using linked stretching

1. Create the objects in the regular way.
2. Select the [Button & NavBar Tool](#).
3. If necessary, select the button - see [Selecting objects](#).
4. Click **New**. This opens the Bar Properties dialog box.
5. Select the required options in the Bar Properties dialog box - [more details on these options](#). Set **Number of buttons** to **1**.
6. Click **Create**.

Now when you change the text, the button size automatically changes.

Notes

- You can combine this method with the [Name Gallery method](#).
- You can still scale the button in the [regular way](#).
- All objects that make up the button stretch as you change the size of the text. The exception is that optionally [groups](#) can be non-stretching. To make groups non-stretching select **Groups do not stretch** in the Bar Properties dialog box.
- You can temporarily switch off linked stretching by deselecting **Live stretching** on the [Button & NavBar Tool Info](#)bar.

{button ,KL('Name Gallery',0,`____No_Topics_Found`,`')}} Related Topics

List of Default Control Bars

Xara X contains several default [control bars](#) in addition to the [Toolbar](#) and the tool-specific [Infobar](#). The [button palette](#) contains all the buttons available in Xara X. You can copy buttons from the button palette to existing or new control bars. You can also remove buttons from control bars (but not from the button palette.) Descriptions of the functions of the buttons can be found in the following pages:

- [Standard Control Bar](#)
- [File Control Bar](#)
- [Edit Control Bar](#)
- [Feather Control bar](#)
- [Arrange Control Bar](#)
- [Window Control Bar](#)
- [Gallery Control Bar](#)
- [General Control Bar](#)
- [GIF Animation Control Bar](#)
- [Imagesetting Control Bar](#)
- [Button Palette Control Bar](#)

{button ,KL('control bars',0,`____No_Topics_Found`,``)} Related Topics

■ List of Keyboard Shortcuts

This page contains a list of the key shortcuts available in Xara X. If you want any more information on what a shortcut does, click on the underlined text next to it.

The Tools

Selector Tool	F2 or ALT+S (or the Space Bar if you are not using the Text tool).
Freehand & Brush Tool	F3
Shape Editor Tool	F4
Pen Tool	SHIFT+F5
Rectangle Tool	SHIFT+F3
Ellipse Tool	SHIFT+F4
QuickShape Tool	SHIFT+F2
Text Tool	F8
Fill Tool	F5
Transparency Tool	F6
Shadow Tool	CTRL+F2
Bevel Tool	CTRL+F3
Contour Tool	CTRL+F7
Blend Tool	F7
Mold Tool	SHIFT+F6
Button & NavBar Tool	CTRL+F8
Push Tool	SHIFT+F8 or ALT+X
Zoom Tool	SHIFT+F7 or ALT+Z

The Galleries

Font Gallery	SHIFT+F9
Clipart Gallery	SHIFT+F10
Fill Gallery	SHIFT+F11
Frame Gallery	SHIFT+F12
Color Gallery	F9
Layer Gallery	F10
Bitmap Gallery	F11
Line Gallery	F12
Name Gallery	CTRL+SHIFT+F9

Zooming

Previous Zoom	CTRL+R
Zoom To Selection	CTRL+SHIFT+Z
Zoom To Page	CTRL+SHIFT+P
Zoom in (enlarge)	CTRL + '+' on the numeric keypad
Zoom out (reduce)	CTRL + '-' on the numeric keypad

You can also zoom and slide the document using a [mouse-wheel](#).

Manipulating Documents

¶ When in the Text Tool, these shortcuts have a different action - [see below](#).

New document	CTRL+N
New Animated document	CTRL+SHIFT+N
Open document	CTRL+O
Print document	CTRL+P
Save document	CTRL+S
Import	CTRL+SHIFT+I
Import graphics from Web	CTRL+W ¶
Export	CTRL+SHIFT+E
Time a document redraw	CTRL+SHIFT+T
Snap to objects	'*' on the numeric keypad
Show Grid	#
Snap to grid	'.' on the numeric keypad
Show Rulers	CTRL+L ¶

<u>Select full screen</u>	8 on the numeric keypad
<u>Undo</u>	CTRL+Z or '<' or ''
<u>Redo</u>	CTRL+Y or '>' or ''

Manipulating Objects

¶ When in the Text Tool, these shortcuts have a different action - [see below](#).

<u>Select all</u>	CTRL+A ¶
<u>Put object to back</u>	CTRL+B ¶
<u>Copy object to clipboard</u>	CTRL+C
<u>Duplicate object with offset</u>	CTRL+D
<u>Bring object to front</u>	CTRL+F
<u>Group objects</u>	CTRL+G
<u>Export sliced image</u>	CTRL+I ¶
<u>Clone object</u>	CTRL+K
<u>Ungroup objects</u>	CTRL+U
<u>Paste object from clipboard</u>	CTRL+V
<u>Cut selection to clipboard</u>	CTRL+X
<u>Paste Attributes</u>	CTRL+SHIFT+A
<u>Move object backwards</u>	CTRL+SHIFT+B
<u>Create Bitmap Copy</u>	CTRL+SHIFT+C
<u>Move object to layer behind</u> (drawing documents)	CTRL+SHIFT+D
<u>Move to previous frame</u> (animation documents)	CTRL+SHIFT+D
<u>Move object forwards</u>	CTRL+SHIFT+F
Open the <u>Alignment dialog box</u>	CTRL+SHIFT+L
<u>Convert to Editable Shapes</u>	CTRL+SHIFT+S
<u>Move object to layer in front</u> (drawing documents)	CTRL+SHIFT+U
<u>Move to next frame</u> (animation documents)	CTRL+SHIFT+U
<u>Paste object in original position</u>	CTRL+SHIFT+V
<u>Web Address</u>	CTRL+SHIFT+W
<u>Add shapes</u>	CTRL+1
<u>Subtract shapes</u>	CTRL+2
<u>Intersect shapes</u>	CTRL+3
<u>Slice shapes</u>	CTRL+4
Delete the <u>selection</u>	DELETE ¶

(in the Text Tool, this key deletes the selected characters or the character to the left of the text cursor)

<u>Clear selection</u>	ESC
<u>Move the selected objects</u>	Cursor (arrow) keys with the Selector Tool
<u>Move the selected handles</u>	Cursors (arrow) keys in tools other than the Selector.
Select next <u>object</u>	TAB

Nudging objects - see [Nudging objects and handles](#)

Text Tool

Cursor keys	Move the text cursor one character at a time up, down, left or right.
Home	Move the text cursor to the start of the line.
End	Move the text cursor to the end of the line.
CTRL+right-cursor	Move the text cursor right one word.
CTRL+left-cursor	Move the text cursor left one word.
CTRL+HOME	Move the text cursor to the start of the first line in a text object.
CTRL+END	Move the text cursor to the end of the last line in a text object.
CTRL+A	Selects all characters in a text object.
CTRL+B	Apply the Bold attribute (see Bold).
CTRL+I	Apply the Italic attribute (see Italic).
CTRL+C	Copy the selected region of text to the clipboard.
CTRL+L	Selects all characters in the line containing the text cursor.
CTRL+V	Paste text at the text cursor position (If the clipboard contains text)
CTRL+W	Swap the case of the character to the right of the text cursor.

CTRL+equals/plus key Increase kerning/tracking.
CTRL+underline/minus key Decrease kerning/tracking.
RETURN Start a new line of text.
DELETE Delete the character to the right of the text cursor. If the cursor is on the end of a text line, join this line to the line below.
BACKSPACE Delete the character to the left of the text cursor. If the cursor is at the start of a text line, join this line to the line above.
SHIFT+cursor keys Select all text between the cursor position and the beginning of the line.
SHIFT+END Select all text between the cursor position and the end of the line.

Other

Color Editor CTRL+E (opens and closes)
Options dialog box CTRL+SHIFT+O
Xara X Help F1

{button ,KL('shortcuts,keyboard (text tool)',0,` ____No_Topics_Found`,`)}} **Related Topics**

List of Menus

The menu bar has these options:

- [File](#)
- [Edit](#)
- [Arrange](#)
- [Utilities](#)
- [Window](#)
- [Help](#)

Note for CoreIXARA 2 users:

- Plug-ins is now called [Bitmap Effects & Plug-ins](#) and has moved to the Utilities menu.

{button ,KL('pop-up menus',0,`___No_Topics_Found`,`)} Related Topics

List of Supported File Formats

- [List of Import formats](#)
- [List of Export formats](#)

Import formats

It is important that you use the three letter file extensions listed below when you load files into Xara X.

Bitmap Import Formats

- .301 Brook Trout
- .BMP Windows Bitmap
- .CAL CALS (2 color)
- .CUT Halo CUT (256 color)
- .DCX DCX
- .GIF CompuServe Graphics Interchange Format (see [Importing transparent bitmap files](#))
- .GX2 Storyboard
- .ICA IOCA (2 color)
- .ICO Microsoft Windows Icon (16 color)
- .IFF Amiga IFF
- .IMG IMG (16 color)
- .JPG [JPEG](#)
- .KFX KOFAX
- .LV LaserView (2 color)
- .MAC MacPaint (2 color)
- .MSP Microsoft Paint (2 color)
- .PCD [PhotoCD](#)
- .PCT PICT
- .PCX PCX Paintbrush
- .PBM UNIX monochrome
- .PGM UNIX grayscale
- .PNG PNG (see [Importing transparent bitmap files](#))
- .PPM UNIX color (up to 24 bit)
- .PSD Photoshop
- .RAS Sun Raster
- .TGA TrueVision TARGA
- .TIF TIFF (RGB, RGBA with alpha-channel transparency & CMYK)
- .WPG Word Perfect Group (256 color)
- .XBM X Windows (2 color)
- .XPM X Windows (256 color)

EPS Import Formats

- .AI Illustrator EPS
- .EPS Illustrator EPS
- .EPS CorelDRAW 3 & 4 EPS
- .EPS FreeHand 3.0 EPS
- .EPS [ArtWorks](#) EPS

Xara X cannot import Photoshop EPS files; use PSD files instead.

Other Import Formats

- .XAR [CorelXARA](#) (1.1 and 1.5)
- .ART Xara Studio
- .WEB [Xara Webster](#) files
- .AFF Acorn Draw
- .CDR CorelDRAW (3, 4 & 5) (see [Importing CDR files](#))
- .CDT CorelDRAW Template
- .CMX Corel CMX 5 & 6 (see [Importing CMX files](#))
- .DRW Acorn Draw

- .HTM Graphics on HTML pages
- .WMF Windows Metafile
- .WIX For internal use by Xara

Palette Import Formats

- .CPL CorelDRAW Palette
- .PAL CorelDRAW Palette
- .PAL Microsoft Palette
- .PAL PaintShop Pro Palette
- .ACT Adobe Color Table
- .ACO Adobe Color Swatch

For information on how to import palettes, see [Importing colors and palettes](#).

Export formats

Bitmap Export Formats

- .BMP Windows Bitmap (see [Creating BMP files](#))
- .DCX DCX (see [Creating DCX files](#))
- .PCX PCX (see [Creating PCX files](#))
- .GIF CompuServe GIF (see [Creating GIF files](#))
- .GIF Animated GIF files (see [Creating animated GIF files](#))
- .JPG JPEG (see [Creating JPEG files](#))
- .PCT PICT (see [Creating PICT files](#))
- .PNG PNG (see [Creating PNG files](#))
- .RAS Sun Raster (see [Creating RAS files](#))
- .TGA TrueVision TARGA (see [Creating TARGA files](#))
- .TIF TIFF (RGB) (see [Creating TIFF files](#))
- .WPG Word Perfect Group (256 color) (see [Creating WPG files](#))

EPS Export Formats

- .AI Illustrator EPS
- .EPS Illustrator EPS
- .EPS [ArtWorks](#) EPS
- .EPS Xara X EPS (see [Xara X EPS Overview](#))

Other Export Formats

- .XAR [CorelXARA](#)
- .WEB [Xara Webster](#) files (see [Creating Xara WEB files](#))
- .WMF Windows Metafile (see [Exporting Windows Metafiles](#))
- .EMF Enhanced Windows Metafile (see [Exporting Windows Metafiles](#))
- .CMX Corel CMX 5 & 6 (see [Exporting CMX files](#))
- .HTM [Image map](#)
- .SWF Macromedia Flash (see [Exporting Macromedia Flash files](#))
- .WIX For internal use by Xara

List of Text Tool key shortcuts

Cursor keys	Move the text cursor one character at a time up, down, left or right.
Home	Move the text cursor to the start of the line.
End	Move the text cursor to the end of the line.
CTRL+right-cursor	Move the text cursor right one word.
CTRL+left-cursor	Move the text cursor left one word.
CTRL+HOME	Move the text cursor to the start of the first line in a text object.
CTRL+END	Move the text cursor to the end of the last line in a text object.
CTRL+A	Selects all characters in a text object.
CTRL+B	Apply the Bold attribute (see Bold).
CTRL+I	Apply the Italic attribute (see Italic).
CTRL+C	Copy the selected region of text to the clipboard.
CTRL+L	Selects all characters in the line containing the text cursor.
CTRL+V	Paste text at the text cursor position (If the clipboard contains text)
CTRL+W	Swap the case of the character to the right of the text cursor.
CTRL+equals/plus key	Increase kerning/tracking.
CTRL+underline/minus key	Decrease kerning/tracking.
RETURN	Start a new line of text.
DELETE	Delete the character to the right of the text cursor. If the cursor is on the end of a text line, join this line to the line below.
BACKSPACE	Delete the character to the left of the text cursor. If the cursor is at the start of a text line, join this line to the line above.
SHIFT+cursor keys	Select all text between the cursor position and the beginning of the line.
SHIFT+END	Select all text between the cursor position and the end of the line.

For details of how to enter special characters with the Text Tool, see [Typing international characters](#).

List of Text Tool key shortcuts

This is a master list - it does not appear as a public page

Cursor keys	Move the text cursor one character at a time up, down, left or right.
Home	Move the text cursor to the start of the line.
End	Move the text cursor to the end of the line.
CTRL+right-cursor	Move the text cursor right one word.
CTRL+left-cursor	Move the text cursor left one word.
CTRL+HOME	Move the text cursor to the start of the first line in a text object.
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CTRL+A	Selects all characters in a text object.
CTRL+B	Apply the Bold attribute (see Bold).
CTRL+I	Apply the Italic attribute (see Italic).
CTRL+C	Copy the selected region of text to the clipboard.
CTRL+L	Selects all characters in the line containing the text cursor.
CTRL+V	Paste text at the text cursor position (If the clipboard contains text)
CTRL+W	Swap the case of the character to the right of the text cursor.
CTRL+equals/plus key	Increase kerning/tracking.
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BACKSPACE	Delete the character to the left of the text cursor. If the cursor is at the start of a text line, join this line to the line above.
SHIFT+cursor keys	Select all text between the cursor position and the beginning of the line.
SHIFT+END	Select all text between the cursor position and the end of the line.

For details of how to enter special characters with the Text Tool, see [Typing international characters](#).

Listing the positions of guidelines

The [rulers](#) at the sides of the window quickly show you the [guideline](#) positions. The Layer Gallery also gives you a complete list. Note that the Layer Gallery is available only in Drawing documents - see [Drawing and Animation documents](#) for details.

■ To list the positions of guidelines

1. Open the Layer Gallery.
2. Select the [guides layer](#).
3. Open the layer pop-up menu.
4. Choose **Properties** to open the Layer Properties dialog box.
5. Open the Guides tab - it shows the positions of all the guidelines.
6. Click **Horizontal** or **Vertical** to show the guidelines.

Tip

- To change the position of a guideline, select it and click the **Properties** button to open the Guideline Properties dialog box.
- In [Animation documents](#) right-click on a guide line to display its exact position.

{button ,KL('layers,layer gallery overview',0,`____No_Topics_Found`,`)} Related Topics

Loading files

Note the difference between **Loading** (which opens the drawing in a separate window) and **Importing** (which loads the drawing into the existing window).

■ To load a file

1. Click the **Open** button on the control bars.
2. Choose the location and file name of the file.

Tips

- You can also load a file by dragging it from the Explorer (or File Manager) onto Xara X. Drop it onto the control bars or anywhere away from the document because if you drop it onto a document it will be imported into that document.
- If you have loaded the file recently its name will be on the bottom of the File menu. Click to load it.
- If the file is on the Xara X CD you can use the Clipart Gallery to load it. You can add your own files to the Clipart Gallery.
- For a list of types of file Xara X can load, see [List of Supported File Formats](#).

{button ,KL('importing;loading;opening',0,`____No_Topics_Found`,`')}} Related Topics

Locking handles onto the edges of objects

You can easily do this using [object snapping](#).

- **To lock a handle onto the edge of an object**

1. From the Window Menu, choose **Object Snapping**.
2. Drag the handle near the edge of the object.

If you release the mouse button when the mouse pointer has a small magnet next to it, the handle will rest exactly on the edge of the object.

Tip

- This also work with the edges of the page.

{button ,KL('object snapping',0,'___No_Topics_Found','')} **Related Topics**

Locking layers

You can create complex drawings as a series of layers. As you complete each part of the drawing you can lock the layer (make it non-editable). This ensures you cannot accidentally move objects. When a layer is editable, objects on it can be selected and edited. If you try to click on an object on a non-editable layer the click will pass straight through it as if it was not there. Even **Select All** will only select object in visible, editable layers.

■ **To lock layers**

1. From the Utilities menu, choose **Layer Gallery** to open the Layer Gallery.
2. In the columns next to the layer name, click the right-hand check box to swap the layer between locked and editable.

■

Tips

- You can make all layers editable temporarily by clicking the **All Layers Editable** button at the top of the gallery. Clicking it again sets all the layers back to their previous state.
- The current layer (the one highlighted in the Layer Gallery) can be forced to always be editable and visible (see General Options).
- The editable setting for a layer can also be set by right-clicking on the Layer Gallery and choosing **Properties**.
- To make a sequence of layers editable, set the first to editable and SHIFT-click on the last. The editable setting of all the layers in between change too.

Related Topics

[Layers Gallery](#)

[Layers overview](#)

Macromedia Dreamweaver - making Xara X the default editor

Dreamweaver is a popular program for web site design. You can create graphics in Xara X and then import them into Dreamweaver. You will probably also want to use Xara X for editing GIFs and JPEGs. The easiest way to do this is to make Xara X the default graphics editor for Dreamweaver.

■ Making Xara X the default editor

These instructions refer to Dreamweaver 3. Macromedia may introduce new versions for which these instructions do not apply.

1. In Dreamweaver, select **Launch external editor** on the File menu.
2. Select **GIF**.
3. Click **+** in the Editors field.
4. Browse to the Xara X folder.
5. Select **xarax.exe**
6. Select **Make primary** to make Xara X the default editor for GIFs.

You can repeat steps 2 thru 6 for JPEGs and PNGs.

Movie

`{button ,EF("XaraDemo.exe",`Dreamwv Dreamweaver integration',1,`) }` Dreamweaver integration

Dreamweaver is a registered trademark of Macromedia Inc.

`{button ,KL('Macromedia Dreamweaver',0,`____No_Topics_Found',`)}` Related Topics

Macromedia Dreamweaver support for Navigation Bars

Dreamweaver is a popular program for web site design. Now you can create [navigation bars](#) in Xara X and link them into Dreamweaver. Then, if you need to make further edits, Dreamweaver can tell Xara X which source file to load - easy.

A [separate page](#) covers Dreamweaver support for single bitmaps. Navigation bars are more complicated than single bitmaps because they also require some HTML code - this is also imported into Dreamweaver.

■ **Exporting a file**

Dreamweaver version 3 (or later) must be installed on your computer.

[See this page](#) for details of creating a navigation bar.

1. Before exporting the navigation bar as bitmaps you must save the Xara X document to disk - see [Saving a document](#). You only need to do this once so Xara X knows where to find the document on your computer.
2. Select the [Button & NavBar Tool](#).
3. If necessary, select the entire navigation bar - see [Selecting navigation bar objects](#).
4. Click **Export** on the Button & NavBar Tool Infobar.
5. Enter a name of the file where you want to save the HTML code. (See Note.)
6. Select the file type for the button bitmaps. Usually you would use either **GIF** or **JPEG**.
7. Click **Save** to move to the second dialog box. For full information on this dialog box, click its Help button.
8. Select options in the regular way for number of colors etc.
9. On the **Image map tab** select **Add design note**. This button is dimmed unless (a) you have Dreamweaver installed on your computer and (b) you have saved the Xara X document.
10. Click **Export**. This exports the HTML code, the bitmaps and sets up the links required for Dreamweaver.

Note:

If the HTML file you selected in step 5 already exists, you have two choices:

- Overwrite (**Replace**) all the existing contents.
- **Insert** the navigation bar into the existing page. This overwrites any existing Xara X navigation bar but does not affect other parts of the page. A new navigation bar appears at the top of the page and you may need to move it.

■ **Moving the navigation bar in Dreamweaver**

Xara X inserts the navigation bar at the top of the web page. If you want it in a different position, just cut the entire navigation bar and paste it in the required position. Check the Dreamweaver help for more information.

■ **Editing the navigation bar from within Dreamweaver**

These instructions refer to Dreamweaver 3. Macromedia may introduce new versions for which these instructions do not apply.

Before editing the navigation bar, you need to make Xara X the default editor (the 'primary external editor') for Dreamweaver - [full details](#).

1. In Dreamweaver, select the navigation bar.
2. In Dreamweaver, click **Edit** on the Properties palette. This opens the original XAR file in Xara X ready for editing.
3. In Xara X: after making your changes, just click **Export** on the Button & NavBar Tool Infobar and export the file using the same file name. When you get the warning about the HTML file already existing, click **Insert**. The navigation bar in Dreamweaver automatically updates.

Note:

- To select the navigation bar you can also right-click on it then choose **Edit**.

Movie

`{button ,EF("XaraDemo.exe",`Dreamwv Dreamweaver integration',1,`) }` **Dreamweaver integration**

Dreamweaver is a registered trademark of Macromedia Inc.

`{button ,KL(`Macromedia Dreamweaver',0,`____No_Topics_Found',`)}` **Related Topics**

Macromedia Dreamweaver Support for Single Bitmaps

Dreamweaver is a popular program for web site design. Now you can create graphics in Xara X and link them into Dreamweaver. Then, if you need to make further edits, Dreamweaver can tell Xara X which source file to load - easy. This applies to GIFs, BMPs, JPEGs and PNGs.

A [separate page](#) covers support for [navigation bars](#).

■ **Exporting a file**

Dreamweaver version 3 (or later) must be installed on your computer.

1. Before exporting the bitmap you must save the Xara X document to disk - see [Saving a document](#). You only need to do this once so Xara X knows where to find the document on your computer.
2. Choose **Export** on the File menu.
3. Enter a name and file type.
4. Click **Save** to move to the second dialog box. For full information on this dialog box, click its Help button.
5. Select options in the regular way for number of colors etc.
6. On the **Image map tab** select **Add design note**. This button is dimmed unless (a) you have Dreamweaver installed on your computer and (b) you have saved the Xara X document.
7. Click **Export** to export the bitmap. This exports the bitmap and sets up the links required for Dreamweaver.

■ **Using the bitmap in Dreamweaver**

Import the bitmap into Dreamweaver in the regular way. Check the Dreamweaver help for more information on importing graphics.

■ **Editing the bitmap from within Dreamweaver**

These instructions refer to Dreamweaver 3. Macromedia may introduce new versions for which these instructions do not apply. Before editing the bitmap, you need to make Xara X the default editor for Dreamweaver - [full details](#).

1. In Dreamweaver, select the bitmap.
2. In Dreamweaver, click **Edit** on the Properties palette. The opens the original XAR file in Xara X ready for editing.
3. In Xara X: after making your changes, just reexport the file using the same file name. This automatically updates the bitmap in Dreamweaver.

Movie

```
{button ,EF("XaraDemo.exe",`Dreamwv Dreamweaver integration',1,`) } Dreamweaver integration
```

Dreamweaver is a registered trademark of Macromedia Inc.

```
{button ,KL(`Macromedia Dreamweaver',0,`____No_Topics_Found',`)} Related Topics
```

Making a polygon star-shaped

You can easily change a polygon created using the QuickShape Tool into a star shape.

■ **To make a polygon star-shaped**

1. Select the polygon.
2. Choose the QuickShape Tool.
3. Click the **Star** button on the [QuickShape Tool Infobar](#).

Tips

- You can also select the polygon and double-click on the edge of the polygon. (Click on the edge, not on a curved corner.)
- You can also select the QuickShape, choose the QuickShape Tool and then click the **Star** Button on the Infobar.
- A new set of handles appears on the object between each existing handle. The new handles are inset and can be moved independently allowing a massive variety of different shapes to be drawn.

Related Topics

[QuickShape Tool](#)

[QuickShapes overview](#)

[Polygons](#)

Making a straight line curved

Changing a straight line to curved is simple in Xara X.

■ **To make a straight line curved**

1. Select the line or shape (see [Selecting objects](#)).
2. Select the two point handles on either side of the straight segment (see [Selecting points handles](#)).
3. Choose the Shape Editor Tool.
4. Click the **Curved Lines** button on the [Shape Editor Tool Infobar](#)..

Tips

- Now the segment is a curved segment you can shape it as you want. See [Changing curved lines and shapes](#).

Making text bold

Once you have created a [text object](#), you can make all the characters in it bold, or just some of them. If you want to create a new text object in bold, just place the [text cursor](#) in the document and click the **Bold** button on the [Text Tool Infobar](#).

■ **To make text bold**

1. Select the text you want to change (see [Selecting text](#)).
2. Choose the Text Tool.
3. Click the **Bold** button on the Infobar.

`{button ,KL('tools,text tool',0,` ____No_Topics_Found`,`)}`} Related Topics`

Making text italic

Once you have created a [text object](#), you can make all the characters in it italic or just some of them. If you want to create a new text object in italic, just place the [text cursor](#) in the document and click the **Italic** button on the [Text Tool Infobar](#).

■ **To make text italic**

1. Select the text you want to change (see [Selecting text](#)).
2. Choose the Text Tool.
3. Click the **Italic** button on the Infobar.

`{button ,KL('tools,text tool',0,` ____No_Topics_Found`,`)}`} Related Topics`

Making text superscript and subscript

Once you have created a [text object](#), you can make characters in it superscript or subscript. If you want to create a new text object in superscript or subscript, place the [text cursor](#) in the document and click the **Superscript** button or the **Subscript** button on the [Text Tool Infobar](#).

■ **To make text superscript or subscript**

1. Select the text you want to change (see [Selecting text](#)).
2. Choose the Text Tool.
3. Click the **Subscript** button or the **Superscript** button on the Infobar.

`{button ,KL('tools,text tool',0,'___No_Topics_Found','')}` **Related Topics**

Masking a bitmap

Masking a [bitmap](#) lets you discard unwanted areas at the edges. You can even cut out just a part of the bitmap.

■ To mask a bitmap



Method 1:

This does not need a separate mask.

1. Select the bitmap
2. Choose **Convert to Editable Shapes** from the Arrange menu.
3. Edit the new shape as you would a normal shape.

This is an easy method for simple cropping.

Method 2:

1. Import the bitmap into Xara X.
2. Choose the Freehand & Brush Tool.
3. Create a mask by carefully draw around the area to be masked. End the line over the start to form a [shape](#).
4. Select the bitmap and the mask.
5. From the **Combine Shapes** submenu on the Arrange menu, choose **Intersect Shapes**.

This method is slightly more complex but has the advantage you crop a bitmap to any irregular shape.

Tip

- You can also create masks using the QuickShape, Ellipse, Rectangle, Pen and Shape Editor Tools.

With both methods, the bitmap becomes a simple editable shape with a [bitmap fill](#) applied. You can then edit the object like any other shape. For example by using the Freehand & Brush Tool. See [Redrawing part of a line or shape](#) for more details.

{button ,KL('bitmaps,bitmaps overview',0,`____No_Topics_Found`,`')}} Related Topics

Masking or clipping objects

Xara X has several ways of using objects to "mask" or "clip" other objects. You then see part of the objects through the mask.

- **Intersect shapes:** this uses an object as a "mask". Selecting this menu option discards those areas of selected objects not covered by the mask. The mask object disappears. See [Intersecting shapes](#).
- **ClipView:** this uses an object as a "window" onto other objects. You can move or resize the window to change your view onto the masked objects. The window object remains visible. See [Using ClipView](#).
- **(for bitmaps) Convert to editable shapes:** the bitmap appears within an arbitrarily shaped object. You can edit the shape of the object to mask unwanted areas of the bitmap. See [Masking a bitmap](#).

Notes:

- You are not limited to using a single shape as a mask or window. You can also use [groups](#), [joined shapes](#) or [combined shapes](#).

Menus and Buttons

Xara X has a standard Windows menu bar containing all the options additional to the [Tools](#). Additionally Xara X has a wide range of default control bars available which provide buttons to access these options more easily.

- [List of Menus](#)
- [List of Default Control Bars](#)

{button ,KL('control bars',0,`____No_Topics_Found`,`)} Related Topics

Message: A bars settings file is invalid or corrupt

Cause

The stored configuration of the control bars and Galleries is corrupted.

What Can I Do?

- Click **OK** to restore the default settings. This loses any customized control bar and gallery settings.
{button Close this window ,CW(`main`)}

Message: A problem occurred when installing or de-installing a font

Cause

You have tried to install a font that is already installed, or you have tried to de-install a font that is currently being used in a document. It is also possible the font file itself is corrupt.

What Can I Do?

- Installing a font - check that it isn't installed already.
- De-installing a font - make sure it isn't being used in any loaded documents.

If these do not apply, it is likely the font file is corrupt. You need to reinstall the font from a backup using the Fonts section of Control Panel.

```
{button          Close this window          ,CW(' main')}
```

Message: Abort or continue printing

Cause

You have suspended a print job.

What Can I Do?

- Click the **Abort** button to cancel the suspended print job
- Click the **Continue** button to resume printing.

{button Close this window ,CW(' main')}

Message: Are you sure you want to install or deinstall this font?

Cause

This message is displayed when you install or de-install a font.

What Can I Do?

- Click the **Install** button to install the font or de-install to de-install the font.
- Click the **Cancel** button to abort the operation.

Note

- De-installing a font removes it from your system. The font cannot be recovered unless you have another copy.

```
{button      Close this window      ,CW('main')}
```

Message: Are you sure you want to print this document as a bitmap

Cause

You have tried to print a document using color separations when you have the option to print the document as a bitmap set. If you print color separations with the printing method set to **Bitmap** or **Anti-aliased Bitmap**, the following occurs:

- All spot colors will be output as process RGB colors. All spot plates will be blank.
- All CMYK colors will be converted to RGB color, and thus color-separate differently. See [Imagesetting points to note](#).
- Printer's marks are not output to the bitmap separations.

What can I do?

- Change the printing method in the **Print As** section in the Output Options.

```
{button      Close this window      ,CW('main')}
```

Message: Objects cannot have both bevels and contours

Cause

You have tried to apply a contour to an object that already has a bevel. You cannot do this.

What Can I Do?

- If you want the object to have a contour, you need to first remove the bevel.
`{button Close this window ,CW('main')}`

Message: Bitmap is being used within a document

Cause

You have attempted to delete a bitmap from the Bitmap Gallery. This bitmap is used in a loaded document.

What Can I Do?

- Choose **Delete** to delete the bitmap from the gallery. The bitmap is replaced in the document by the default bitmap.
- Choose **Cancel** to keep the bitmap in the gallery.

```
{button      Close this window      ,CW('main')}
```

Message: Bitmap too large

Cause

The bitmap you are trying to create is too large. You can export bitmaps up to 16,000 by 16,000 pixels.

What can I do?

By making some changes to your configuration, you can install a new XaraDraw module that will allow you to export bitmaps up to 32,000 pixels by 32,000 pixels. Upgrading the program to this new limit will mean Xara X uses another 2Mb of RAM. It is not recommended unless you need to create bitmaps this large and your machine has enough RAM.

■ **To increase the bitmap export size**

1. Close down Xara X.
2. Go to the folder where you installed Xara X.
3. Rename the 'xaradraw.dll' file to 'xdsmall.dll'
4. Rename the 'xdlarge.dll' file to 'xaradraw.dll'

To reverse the change either do this again, reversing steps 3 & 4 or reinstall Xara X.

```
{button      Close this window      ,CW('main')}
```

Message: Cannot close file

Cause

- If the file is on a floppy disk, the disk may have been removed from the drive.
- If the file is on a hard disk, the disk structure may be corrupt.

What Can I Do?

- If the file is on a floppy disk, check the disk is correctly inserted in the drive.
- If the file is on a hard disk, run your disk diagnostic utilities to check for a corrupted disk structure.

```
{button      Close this window      ,CW('main')}
```

Message: Cannot create file**Cause**

The program tried to create a file but did not succeed. This may be because:

- The disk is full.
- The drive is read-only (For example, a CD-ROM drive).
- A file of that name already exists and is read-only.
- You do not have write permission for the folder.

What Can I Do?

- Check that the disk is not full - if it is, then choose another disk or delete some unwanted files from it.
- Choose another name for the file, or another disk or folder.
- Ask your system administrator to change your access permissions.

{button Close this window ,CW('main')}

Message: Cannot open web page

Cause

The program could not open the web page you requested. This may be because:

- The web page does not exist.
- You are not connected to the Internet. Connect to the net and try again.
- The weblink utility that Xara X uses to open web pages could not be found.

What can I do?

- Ensure the web page exists and ensure your machine is connected to the Internet and try again. If this doesn't solve the problem the weblink utility may have been moved or deleted. Try reinstalling Xara X.

{button Close this window ,CW('main')}

Message: Cannot read or write Registry entries

Cause

The Registry entries for this program have been deleted or corrupted.

What Can I Do?

- This is a serious problem - we recommend reinstalling the program. If the problem persists, contact [Technical Support](#).
{button Close this window ,CW(`main`)}

Message: Close open documents?

Cause

This message is displayed when the **Ask about closing document views** option is set in the [General Options](#). When ever a new document is created or an existing document is loaded the message 'Would you like to keep the existing documents open?' is displayed with buttons labeled **Keep** and **Close** .

What Can I Do?

- If only the current document is required, and all others can be closed, then click **Close**. You are warned about documents that have been modified and not saved in the usual way.
- If all the existing documents should remain open then click **Keep**. This does nothing to the existing documents open in Xara X. This acts the same as if the option is turned off.
- If you do not require the warning any more then go to the General Options and turn the option off.

```
{button      Close this window      ,CW('main')}
```

Message: Objects cannot have both bevels and contours

Cause

You have tried to apply a bevel to an object that already has a contour. You cannot do this.

What Can I Do?

- If you want the object to have a bevel, you need to first remove the contour.
`{button Close this window ,CW('main')}`

Message: CorelDRAW version 6 files are not supported

Cause

You cannot load CorelDRAW 6 (or later) CDR files into Xara X.

What Can I Do?

- Resave the file from CorelDRAW in CMX 6 format (or CDR 5 or CMX 5).
- Note that a CorelDRAW 6 file will load into Xara X if it contains a CMX file. To include a CMX file in a CDR file, select **Include Presentation Data** in the Save dialog box in CorelDRAW.

```
{button      Close this window      ,CW('main')}
```

Message: Creating a new index

Cause

This message is displayed after attempting to create a new index for a folder.

What Can I Do?

- Unless otherwise stated, the index and thumbnails will be placed in the XaraInfo subfolder in the selected folder. This will require disk-space, and it is left up to you to delete this sub-folder if you require the space back. If this is OK, click **Create**, otherwise click **Cancel**.

{button Close this window ,CW('main')}

Message: Creating remote indexes

Cause

This message is displayed when the selected folder is read-only, but does not have an index.

What Can I Do?

- If you are creating an index and thumbnails and the specified location is OK, click **Create**. If you do not want to create an index there, click **Cancel**.
- You can change the location which the program attempts to use for the remote indexes via a setting in the program's section of the registry. Details on how to this are below. **Do this only if you are familiar with editing registry entries.**
- **Changing the remote index location in Xara X**
 1. Exit Xara X
 2. From the command prompt, type "regedit"
 3. Open HKEY_CURRENT_USER\Software\Xara\Xara X\Version XX\Options\Libraries\ (where XX is the version you are using).
 4. Change the RemoteIndexLocation value, for example "C:\Xara X".
 5. Restart Xara X.

{button Close this window ,CW(`main`)}

Message: Do you want to overwrite the old format file?

Cause

The file you loaded was saved by CorelXARA version 1.1. Xara X and later versions of CorelXARA use a new, faster, file format. Older files are not automatically replaced by the new format because you may want to load the file into CorelXARA 1.1.

What Can I Do?

- To replace the original file with new format, click **Overwrite**.
- To save the file in the new format to a different location, click **Save As**.
- To save the file in the older format, click **Cancel** and use **Export** from the File menu to export the file as a CorelXARA 1.1 file.

{button Close this window ,CW('main')}

Message: Do you want to print all these plates?

Cause

You are about to print a document with more than six plates set to print.

Printing a large number of plates can generate a large printout file, and can be very expensive. It has happened because you have used many spot colors in your document - each spot color generates a new printing plate.

What Can I Do?

- To print anyway, click **Print**.
- To cancel the print job, click **Cancel**.

To reduce the number of plates

- Use the Color Editor to change Spot colors in your document into Normal colors, so that they print as regular process colors rather than generating extra plates.
- From the print options dialog Separations tab, turn on **Print spot colors as process colors** - this eliminates all the spot plates and just leaves the four process plates.

```
{button      Close this window      ,CW(`main`)}
```

Message: Document file is invalid

Cause

The file you tried to open or import is corrupt or has the wrong format. For a list of file types supported, see the [List of Supported File Formats](#).

What Can I Do?

- Recreate the document file from a backup or from the original creating program.
- ```
{button Close this window ,CW(`main')}
```

### **Message: Document is unsaved**

#### **Cause**

You have tried to close a document, or exit the program when a document has changed since it was last saved. If you continue exiting the program you will lose these changes.

#### **What Can I Do?**

- Click **Save** if you want to save your work and keep the changes.
  - Click **Don't Save** to discard the changes you have made to the document.
  - Click **Cancel** to cancel the operation and leave the program running.
- ```
{button      Close this window      ,CW('main')}
```

Message: Drawing is too large for CMX export

Cause

The drawing you are exporting is more than 40 inches across. You can only save drawings in CMX 5 format if they are smaller than 40 inches across.

What Can I Do?

- You do not need to do anything. Xara X has automatically scaled your drawing so it fits.
- If you do not want the drawing scaled, use another format like CMX 6 which does not have a limit on page size.

```
{button      Close this window      ,CW(`main`)}
```

Message: Peripheral objects overlap

Cause

One or more elements (such as a shadow) associated with a named object overlaps another named object. Normally a object and its shadow (and similar elements) are exported in the same slice.

What can I do?

- Click **Yes** to export the shadow (or element) in a separate slice or slices from the object. Visually the exported bitmaps look the same; all that changes is how the graphic is sliced. However note that in the HTML code created by Xara X, the shadow loses any web address applied to the object. (Normally it takes the same web address as the object.)
- Click **No** to stop the export operation. You can then separate the overlapping objects.

```
{button      Close this window      ,CW('main')}
```

Message: Export entire page or spread?

Cause

If you try to export a document as a bitmap when there are no objects in the document, the bitmap is likely to be very large.

What Can I Do?

- If you want to create the bitmap, click **Export**.
- If you do not want to create the bitmap, click **Don't Export**.

{button Close this window ,CW(' main')}

Message: Export to Existing File

Cause

This message is displayed when you export an image map and the file you are exporting to already exists.

What Can I Do?

- To replace the whole file with the image map in a file on its own, click **Replace**.
- To replace just the image map part of the file with the new image map, click **Insert**. The program will scan through the HTML file looking for image maps with the same name as the one you are exporting. If it finds one, it will replace the existing image map with the new image map. If it doesn't, it will insert the image map near the bottom of the file.

```
{button      Close this window      ,CW('main')}
```

Message: Failed to find the CD

Cause

This message is displayed when the **Find CD** button is clicked in the Add folder dialog box, and the CD cannot be found.

What Can I Do?

- Insert the CD, and click **Find CD** again.

```
{button      Close this window      ,CW('main')}
```

Message: Failed to locate gallery index

Cause

This message is displayed when the program cannot find the index for a section in the gallery (for example if the folder it was contained in has been deleted or if you removed the CD).

What Can I Do?

- Click **Skip** to ignore the error. The relevant gallery section will remain in the gallery, but you cannot open it or search it until the index is available.
- Click **Retry** to force the program to look for the index again. This is particularly useful if you have put the CD in the drive.
- Clicking **Quiet** will ignore all errors found and will leave all the sections in the gallery even if the index cannot be found.

```
{button      Close this window      ,CW('main')}
```

Message: Failed to make transparency mask for GIF

Cause

The GIF file that was being imported or opened has been loaded correctly but it specifies that it requires transparency. When the transparency mask was being created, a problem was encountered and the process halted. Therefore, the GIF file will be displayed without the transparency mask. The reason for the failure is likely to be lack of memory.

What Can I Do?

- Free up some memory by closing documents or quitting other applications and try loading the GIF file again.

```
{button      Close this window      ,CW('main')}
```

Message: File already exists

Cause

You have tried to save or export to a file that already exists.

What Can I Do?

- Click **Replace** to overwrite the existing file.
- Click **Cancel** to abort the save or export. You can then repeat the operation using a different file name.

```
{button      Close this window      ,CW(' main')}
```

Message: File already exists - replace?

Cause

A file already exists with this name.

What Can I Do?

- Click **Replace** to overwrite the existing file.
- Click **Insert** to copy the new HTML into the existing file. This replaces any existing sliced HTML and JavaScript for this graphic but retains other HTML code.
- Click **Cancel** to abort the save. You can then repeat the operation using a different file name.

```
{button      Close this window      ,CW('main')}
```

Message: File is read-only

Cause

The program attempted to write to:

- a file that is read-only,
- a read-only drive, such as a CD-ROM drive.

What Can I Do?

- Use the Windows Explorer to check if the file is read-only. If it is, then the file's read-only status can be changed. (Although there may be a reason why the file is read-only - if in doubt, then contact your System Administrator.) Alternatively, choose another file name or another disk drive.

{button Close this window ,CW('main')}

Message: File not found

Cause

The document file name you typed in does not exist.

What Can I Do?

- Check that the name, drive and folder path are correct.
- Check that the file exists.

{button Close this window ,CW(' main')}

Message: File-sharing violation

Cause

Another program is already using this file.

What Can I Do?

- Often if you wait a few seconds for the other user to finish, you can write to the file yourself. If this fails, contact your System Administrator.

{button Close this window ,CW(`main`)}

Message: Font Not Found

Cause

This message is displayed if the XARAFONT.FON font is not installed. This font is required by Xara X to run.

What Can I Do?

- Run the Windows Control Panel application to reinstall this font. Double-click the Fonts icon in Control Panel to display the fonts installed on your computer. Choose the **File/Install New Font...** menu option to display a dialog box that will allow you to enter the folder path to the font. When Xara X is installed, the font is copied to the Fonts subfolder of your Windows folder. If the font has been deleted from there, a backup copy of it can be found in the Xara X folder, where the Xara X program is located.
- Alternatively, reinstalling Xara X will solve the problem.

```
{button          Close this window          ,CW('main')}
```

Message: Problem creating fractal

Cause

Either the program is short of free memory or the "FractalDPI" setting in the registry is corrupt. This setting is the default resolution used for the creation of [Fractal Cloud fills](#) or [Fractal Plasma fills](#).

What Can I Do?

Either:

- close some other applications to free some memory in your machine,
- or reinstall the program,
- or check the registry setting as explained below. **Do this only if you are familiar with editing registry entries. Making an incorrect change could cause serious problems.**
- **Checking the registry setting in Xara X**

1. Exit Xara X
2. From the command prompt, type "regedit"
3. Open HKEY_CURRENT_USER\Software\Xara\Xara X\Version XX\Options\Attributes\ (where XX is the version you are using).
4. Ensure the FractalDPI value is "96".
5. Restart Xara X.

{button Close this window ,CW('main')}

Message: General failure to read or write a file**Cause**

There may be a number of reasons why it is not possible to read or write the file. If the file is on a floppy disk, the disk may have been removed from the drive. If the file is on a hard disk, the disk structure may be corrupt.

What Can I Do?

- If the file is on a floppy disk, check the disk is correctly inserted in the drive.
- If the file is on a hard disk, run your disk diagnostic utilities to check for a corrupted disk structure.

```
{button      Close this window      ,CW('main')}
```

Message: Incompatible processor

Cause

The processor in your computer is not suitable for running this program. You need an i486 processor, a Pentium processor or better. If you have an early Pentium processor, it may be a version that exhibits the FDIV floating point division bug.

What Can I Do?

- Contact your computer system vendor for an upgrade.

```
{button      Close this window      ,CW(`main')}
```

Message: Input is invalid

Cause

You have entered a value that is not of the correct format, or is incomplete.

What Can I Do?

- The displayed error message explains what is wrong with what you have typed. Please reenter the data and click **OK**
{button Close this window ,CW(`main`)}

Message: Internal error

Cause

A logical error has occurred.

What Can I Do?

Please note the circumstances that led up to this message being displayed, and report the problem to us. See [Technical Support](#).

If you click **Continue** you will usually be able to save your work and restart the program. It is highly recommended that you save the file to a different file name. It is possible the file created will be corrupt due to the internal error and saving the document to the same file name will delete the old version and possibly remove any chance of data recovery.

After saving the file, exit Xara X and restart.

{button Close this window ,CW('main')}

Message: Invalid file name**Cause**

You have entered an incorrect name for a file. Often this is because the file name contains characters that are not permitted in file names.

What Can I Do?

- Reenter the filename without the offending character.

```
{button      Close this window      ,CW(`main')}
```

Message: File already exists

Cause

You have tried to export a [navigation bar](#) to an HTML file that already exists.

What Can I Do?

- Click **Replace** to overwrite the existing file contents.
- Click **Insert** to insert the navigation bar into the existing page. This overwrites any existing Xara X navigation bar but does not affect other parts of the page. (See Note.)
- Click **Cancel** to abort the export. You can then repeat the operation using a different file name.

Note:

- The navigation bar is formatted in a <TABLE> tag that is inserted immediately after the <BODY> tag. You may need to move this if the position is wrong - for more details see [Creating Navigation Bars](#). If you create the more complicated [rollover buttons](#), the associated JavaScript is in the <HEAD> tag - you do not need to move this. If you are using Macromedia Dreamweaver, see [this page](#).

```
{button      Close this window      ,CW('main')}
```

Message: No library index file available

Cause

There is no index file in this folder.

What Can I Do?

- Choose the correct folder path where the index file can be found, or click the **Create** button to make a new index file for the folder.

{button

Close this window

,CW(`main`)}
}

Message: No plates have been set to print

Cause

You have enabled color separations in the Separations Options, but have not set any plates to print.

What Can I Do?

- In the Print dialog box, click the **Options** button. Click the Separations tab and set which separations you want to print or disable color separations.

{button Close this window ,CW(`main')}

Message: No result on combining shapes

Cause

Either

(a) you have attempted to combine some shapes (see Combine Shapes) that do not intersect, or (b) you have subtracted shapes so that no shape will result.

What Can I Do?

- Move the shapes so that they intersect.
- Change one of the shapes to be different from the others.

If you have tried to slice using a line, ensure both ends of the line are outside the objects being sliced.

{button Close this window ,CW(`main`)}

Message: No suitable texture is available

Cause

You have tried to use an unsuitable bitmap for a fill.

What Can I Do?

- Try using a different bitmap.

```
{button
```

```
Close this window
```

```
,CW(`main`))
```

Message: Only named colors can be spot colors

Cause

You have tried to make a local color a spot color. Only named colors can be spot colors. If you want to make a local color into a spot color, then it must first be given a name.

What Can I Do?

- To create a named spot color, click **Make Named**. Xara X will automatically turn this local color into a named spot color for you. You will be asked for a name for the new color.
- To leave the color as it was, click **Cancel**.

{button Close this window ,CW('main')}

Message: Operation canceled

Cause

You canceled the operation.

What Can I Do?

- Continue as usual - this message is for your information only.
{button Close this window ,CW(`main`)}

Message: Out of memory**Cause**

The program cannot perform the current task because your system does not have enough free memory.

What Can I Do?

Xara X requires a computer with at least 8 megabytes of physical memory and a Windows swap file of at least 10 megabytes of virtual memory. If your swap file is too small, then its size can be increased by right-clicking on My Computer and selecting Properties. For further details, refer to your Windows User Guide.

If you are certain that your computer's memory is adequate then, if feasible, close some other programs you are running, particularly graphics applications which generally require a lot of memory to run.

It is also possible to change your computer's screen mode to one with a lower resolution and color depth, for example if your computer normally displays 1024 x 768 pixels with a 24-bit color depth (millions of colors), change to an 800 x 600 pixel mode with an 8-bit color depth (256 colors).

```
{button          Close this window          ,CW('main')}
```

Message: Overrun/truncated file.

Cause

The program has tried to read a file that is incomplete. This usually means that it has been corrupted, possibly by canceling an earlier export.

What Can I Do?

- Run your system's disk diagnostics - it may be possible to recover the rest of the file.

{button Close this window ,CW(`main')}

Message: Problems Installing or De-installing an ATM Font

A problem occurred when trying to install or deinstall an ATM font.

Cause

You have tried to install a font that is already installed, or you have tried to de-install a font that is currently being used within a document, or by another program. Alternatively, the font file itself is corrupt, or a problem was caused by Adobe Type Manager.

What Can I Do?

- Installing a font - check that it is not installed already.
- De-installing a font - make sure it is not being used in any loaded documents, or other applications, then try again. If this fails, use the ATM control panel to deinstall the font.

```
{button      Close this window      ,CW('main')}
```

Message: Problems creating a new index

Cause

This message is displayed if creating a new index file ran into problems. Possible problems include running out of disk-space, or writing to a floppy disk which has just been taken out of the drive.

What Can I Do?

- Ensure the disk is accessible and contains sufficient free space.

```
{button      Close this window      ,CW(`main`)}
```

Message: Problems creating a thumbnail

Cause

This message is displayed when a problem occurs generating thumbnails for a file. This is likely to be because the type of files is not supported by Xara X. It is also possible the file is corrupt or has the wrong file extension.

What Can I Do?

- Click **OK** to ignore this file, or **Quiet** to ignore all files with this problem. **Stop** causes the index generation to cease.

```
{button      Close this window      ,CW(`main`)}
```

Message: Program installation incomplete or corrupted.

Cause

Some of the components of the program were not installed, have been moved, or have been deleted. It is possible the program will not function correctly.

What Can I Do?

- Replace the missing component or reinstall the program.

```
{button      Close this window      ,CW(`main`)}
```

Message: Removing gallery sections

Cause

This message is displayed by one of the following:

- Clicking **Remove** in one of the disk-based galleries (Clipart Gallery, Fill Gallery or Font Gallery) to delete a section from the gallery.
- Xara X not being able to find the index for a section in the gallery (for example if the folder it was contained in has been deleted).

What Can I Do?

- If you are trying to remove sections from the gallery, click **Remove** to delete them (**Cancel** to leave them).
 - If Xara X cannot find an index for a section, clicking remove will remove the affected sections (**Cancel** will leave them).
- {button Close this window ,CW('main')}

Message: Retain the clipboard contents?

Cause

Some document objects have been placed on the Windows clipboard. On exit from the program, these objects may either be converted into a form suitable to be left on the clipboard, or can be discarded. Converting the objects may take some time and memory if there are a large number of objects.

What Can I Do?

- Click the **Keep** button to keep the image of the objects in the clipboard after Xara X has closed. You can then paste them into another application.
- Click the **Discard** button to discard the contents of the clipboard.

{button Close this window ,CW('main')}

Message: Save new document template

Cause

You are about to overwrite the existing Xara X document template with a revised version.

What Can I Do?

- Click **Save** to replace the existing document template.
- Click **Cancel** to abort the save. The existing template document is unchanged.

The template document is saved in your Xara X folder as template.xar. If you wish to revert to the default template document, delete this file.

{button Close this window ,CW(`main`)}

Message: Set current graphic attribute?

Cause

You have attempted to apply an attribute with no objects selected. Applying attributes with no objects selected defines the attributes that will be used for all newly created objects (except text objects, see note).

What Can I Do?

- If you want to set the current attribute, click **Set**.
- If you want to cancel the operation, click **Cancel**.
- If you do not wish to see this warning in future, click **Quiet**. This sets the **Ask Before Setting Current Attribute** option. See [General Options](#).

Note

Setting the current attribute with the Text Tool chosen sets the current text attributes (those used for all newly created text objects).

`{button ,KL('current attributes',0,`____No_Topics_Found`,`)}` **Related Topics**

`{button Close this window ,CW('main')}`

Message: Set current text attribute?

Cause

You have attempted to apply a text attribute with no objects selected. Applying attributes with the Text Tool chosen and no objects selected defines the attributes that will be used for all newly created text objects.

What Can I Do?

- If you want to set the current attribute, click **Set**.
- If you want to cancel the operation, click **Cancel**.
- If you do not wish to see this warning in future, click **Quiet**. This sets the **Ask Before Setting Current Attribute** option. See General Options.

```
{button ,KL('current attributes',0,`____No_Topics_Found`,`)} Related Topics  
      {button      Close this window      ,CW('main')}
```

Message: Setting a Current Attribute

Cause

This message is displayed when you apply an attribute, such as a fill or a line-width, when no suitable object is selected. For example, trying to apply a fill to a blank page, or trying to apply a bold-text attribute to an ellipse. This action changes the current attributes.

What Can I Do?

- Click the **Set** button to make the attribute current (the default for all objects subsequently created). For example, if a line-width of 8 pt is made the current attribute, all the lines you later draw initially have a width of 8 pt. Of course, you can still alter a line's attributes to be something different.
- Click the **Quiet** button to set the attribute current, and also suppress future prompts when setting a new current attribute. This button is useful when setting a number of current attributes in quick succession.
- Clicking the **Cancel** button prevents the current attribute being set.

{button ,KL('current attributes',0,`___No_Topics_Found`,`)} **Related Topics**
{button Close this window ,CW('main')}

Message: Shape not suitable for molding

Cause

When pasting a shape from the clipboard as a mold, the first item on the clipboard which is or can become a shape is used. In this case the shape found is unsuitable for use as a mold. If you are pasting as a perspective mold, the shape is restricted to a four sided polygon. If you are pasting as an envelope mold the shape must be made up of four sides, be they curves or lines. If the shape fails the test for suitability you will get this error. Finally, twisted shapes of four sides such as a bow tie shape where two edges intersect cannot be used as a perspective mold. Twists are allowed however in envelope molds.

What Can I Do?

- Paste the contents of the clipboard (CTRL+V) into another document and have a look at the shape, it may be possible to edit this shape to make it suitable for use as a mold by using the Shape Editor Tool. Having edited the shape copy it back to the clipboard and try pasting again.

{button Close this window ,CW('main')}

Message: Some fonts have been substituted

Cause

A document has been opened or imported which contains fonts you do not have installed on your system.

What Can I Do?

- From the File menu, choose **Document Info**. You can use the drop-down list of fonts in the dialog box to look for fonts listed with a '*' next to them, these are the fonts that have been substituted. You must install each of these fonts (see [Installing fonts](#)).
- If you do not have the fonts used, you can apply a different font to the text objects (see [Applying attributes to text](#)) or leave them as they are. Note that you can use the [Name Gallery](#) to select all the text that uses the missing font.

```
{button      Close this window      ,CW('main')}
```

Message: Some of the selected named colors are in use in your document

Cause

You have attempted to delete named colors from the document which are being used.

What Can I Do?

- Clicking **Delete Unused** deletes all the colors you have selected apart from those currently in use.
- If you click **Delete All**, all the colors you have selected will be deleted, including the ones being used. The objects which are using these colors will have local colors applied to them. The appearance of the document does not change.

```
{button      Close this window      ,CW(`main`)}
```

Message: Some parts of the document could not be exported

Cause

The export format does not support some of Xara X's unique features. (For example, CoreIDRAW format does not support Xara X transparency or fractal fills.)

What Can I Do?

- This may be an acceptable limitation if you must export in a non-Xara X format. If this limitation is not acceptable, then export in Xara X's native format or create a bitmap of the document.

```
{button      Close this window      ,CW('main')}
```

Message: Some parts of the document could not be imported

Cause

Parts of an imported file cannot be converted to Xara X document format.

What Can I Do?

- If you are familiar with the look of the original document, you can probably reconstruct the missing parts using the tools provided in Xara X. You can then save the document as a Xara X document file.

```
{button      Close this window      ,CW(`main`)}
```

Message: Spread too large

Cause

The values that have been entered into the page width, height and margins fields in the Page Options to modify the current page size mean that the height and/or width of the page is beyond what Xara X will cope with, which is about 275cm or about 9ft.

What Can I Do?

- Reduce the size of the width, height and margin fields.

```
{button      Close this window      ,CW(`main`)}
```

Message: Text to search for is invalid

Cause

You have not entered any text to search for.

What Can I Do?

- Reenter the text you wish to search for.

```
{button
```

```
Close this window
```

```
,CW(`main`)}
```

Message: The Adobe Type Manager is Not Running

The Adobe Type Manager is not running, or is turned off. Adobe Type Manager is a separate piece of software supplied by Adobe. It is not included with Xara X. If you do not have ATM, use TrueType fonts instead.

Cause

The Adobe Type Manager is not running, or is turned off.

What Can I Do?

- Install ATM.
 - If ATM is installed, but is not turned on, enable ATM using the ATM control panel.
- ```
{button Close this window ,CW('main')}
```

**Message: The appropriate type of object is not selected**

**Cause**

In Xara X, operations are often performed on objects that are selected. You have tried to perform an operation when no object is selected, or the wrong kind of object is selected.

**What Can I Do?**

- Select the object you wish to perform the operation on, then try the operation again.

---

**{button ,KL('selecting,objects',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics**  
{button Close this window ,CW('main')}

**Message: This document contains overlapping transparent objects**

**Cause**

The document you are exporting contains transparent objects on top of one another. Exporting transparent objects to a CMX file when there are more than three transparent objects in a stack is likely to cause problems for other programs.

**What Can I Do?**

- To limit the transparency to the lower three objects and export the other objects solid, click **Limit**.
- To continue exporting and include all the transparent objects, click **Continue**. This may cause problems when you import the file into other programs.

{button                    Close this window                    ,CW('main')}

**Message: This layer contains objects, are you sure you want to delete them**

**Cause**

You have tried to delete a layer which contains objects.

**What Can I Do?**

- Click the **Delete Layer** button to remove the layer and the objects in it from the document.
- Click the **Cancel** button if you do not want to delete the layer.

```
{button Close this window ,CW(' main')}
```

**Message: This operation will remove a perspective fill**

**Cause**

Displayed when converting an object to editable shapes will discard the object's perspective molded fill.

**What Can I Do?**

- Click the **OK** button to discard the perspective mounded fill.
- Click the **Cancel** button to keep the perspective mounded fill and therefore not convert the object to editable shapes.

```
{button Close this window ,CW(' main')}
```

**Message: Unable to find any files to add to index**

**Cause**

This message is displayed after attempting to generate an index for a folder with no recognized files that can be used in the relevant gallery.

**What Can I Do?**

- Check the path is correct. Files are currently chosen by their extensions, if these are incorrect this may explain the problem. This error will be given if you attempt to add a folder containing no bitmaps to the fill gallery even if it contains vector format files (for example XAR files).

{button            Close this window            ,CW(`main`)}

**Message: Unable to find folder**

**Cause**

Cannot find the required folder for the gallery.

**What Can I Do?**

- If necessary, insert the CD and click **Retry**.
- If the folder has been deleted, click **Add** to locate a new folder.
- **Cancel** opens a, possibly empty, gallery.

{button            Close this window            ,CW('main')}

### Message: Unable to find index

#### Cause

This message is displayed when an index is unavailable.

#### What Can I Do?

- If necessary, insert the CD and click **Retry**.
- If the folder has been deleted, click **Continue** to remove the relevant folder from the gallery.
- Clicking **Quiet** removes all the affected folders with no further warnings.

```
{button Close this window ,CW('main')}
```

**Message: Unable to find printer profile**

**Cause**

Profiles are used to match the colors on screen with those that appear on paper when you print. One of the profiles you chose cannot be found and neither can the default profile of that type.

**What Can I Do?**

- The printer profile files are installed alongside Xara X. If they are not there you need to reinstall Xara X.

```
{button Close this window ,CW(`main`)}
```

**Message: Unable to update index**

**Cause**

This message is displayed when you try and update a read-only index.

**What Can I Do?**

- If the index is on a CD, it is not possible to update it - the entire folder must first be copied to a writable drive.
- If the index is on a read-only network mount, copy the folder to a different drive or contact your system administrator.

{button Close this window ,CW('main')}

**Message: Web address is too long**

**Cause**

The web address you have entered is too long. It must be less than 255 characters.

**What Can I Do?**

- Use a shorter form of the address or an alternative address.

{button      Close this window      ,CW(`main`)}

**Message: You cannot create spot colors**

**Cause**

When you have set **Print spot colors as process colors** in the Separations Options, all spot colors act as regular (process) colors. For your protection, this includes not allowing you to create new spot colors.

**What Can I Do?**

- If you wish to create and use spot colors, disable **Print spot colors as process colors** in the Separations Options.

```
{button Close this window ,CW(`main`)}
```

**Message: You cannot edit library colors**

**Cause**

The predefined PANTONE® and Web Palette library colors have fixed color definitions - you cannot edit them.

**What Can I Do?.**

- To edit a library color - click **Copy**. This copies the color into your document; you can then edit the copy.  
Note that editing a PANTONE® color definition may change its color compared to the original PANTONE® color. Your service bureau may not be able to correctly match the color.
- To see the CMYK definitions of PANTONE® colors, change the Color Gallery to display colors in **Full information** mode. See [Changing the way galleries look](#)

{button                   Close this window                   ,CW('main')}

**Message: You cannot load Xara X EPS files**

**Cause**

You cannot load Xara X EPS (or CorelXARA EPS) files into Xara X. You can only use this format for exporting EPS to other packages.

**What Can I Do?**

- You must load the file in another format, usually the original Xara X file (XAR extension).

```
{button Close this window ,CW('main')}
```

**Message: Your settings are out of date**

**Cause**

The settings for window position and control bars are out of date for this version of the program. You are likely to see this message if you update Xara X.

**What Can I Do?**

- Clicking **Default** recreates the standard (factory default) settings. You lose current settings, such as the window position and the list of recently used files, as well as the settings set in the Options.
- If you want to keep your existing settings, then click **Current**. Any new settings which apply to this version of the program are merged into your existing initialization file.

```
{button Close this window ,CW('main')}
```

**Message: About to lose Undo information**

**Cause**

You have changed the maximum size of the undo information buffer. If you continue, you will lose all your undo steps.

**What Can I Do?**

- To discard the existing Undo information click the **Resize** button.
- To make the Undo information buffer larger and hence preserve the existing Undo information, click **Don't Resize** and enter a higher value.

{button            Close this window            ,CW(`main`)}

**Message: Named objects overlap**

**Cause**

Two named objects overlap each other. Xara X does not know how to slice them for export.

**What can I do?**

Either:

- Move the two overlapping objects apart. You can use the Name Gallery to select one of the names.
- Mark one of the overlapping objects as "non-slicing". (Slicing is set "on" by default.) More details.

```
{button Close this window ,CW(' main')}
```

## Modifying a bevel

Bevels give objects an appearance of depth instead of being flat on the page. The beveling effect is created by a light shining across a shaped, bevel edge. You can change the angle and strength of the light and change the shape (the profile or "Type") and size of the bevel edge.

### What do you want to change?

- the [bevel shape](#) (the bevel Type)
- the [size of the bevel](#)
- the [direction of the light source](#)
- the [contrast across the bevel](#)
- the [bevel color or fill effect](#)
- the [bevel join style](#)
- whether the bevel is [inside or outside the object](#)
- [Convert to editable shapes](#) (for advanced editing)

[Notes on bevels and feathering.](#)

### Movies

```
{button ,EF("XaraDemo.exe",`Bevel Using Bevels',1,`) } Using bevels
```

---

### Related Topics

[Applying a bevel](#)

[Removing a bevel](#)

[Bevel Tool](#)

## Modifying contours

You can use the Contour Tool to contour objects creating several intermediate shapes.

### What do you want to do?

- [Change the size of the contour](#)
- [Swap between inside and outside contours](#)
- [Change the number of steps in a contour](#)
- [Change the spacing between contour steps](#)
- [Change the color of a contour](#)
- [Change the way colors fade in a contour](#)
- [Convert a contour into editable shapes](#)
- [Convert to editable shapes](#) (for advanced editing)

### Movies

{button ,EF("XaraDemo.exe",`Contour Using Contours',1,`) } Using contours

---

### Related Topics

- [Applying a contour](#)
- [Removing a contour](#)
- [Contour Tool](#)

## Modifying shadows

The Shadow Tool creates soft shadows, which fade out to totally transparent at the edges. This looks more realistic than a solid shadow.

### What do you want to do?

- [Blur the edges of the shadow \(change the size\)](#)
- [Change the size or direction of a shadow](#)
- [Move a Wall shadow](#)
- [Change the transparency of the center of the shadow](#)
- [Change the shadow profile](#)
- [Change the color or fill effect of the shadow](#)
- [Create a glow effect](#)
- [Convert to editable shapes](#) (for advanced editing)

### Note:

- Shadows created with the Shadow Tool use [bitmap transparency](#) to create the shadow effect. This means you cannot use the Transparency Tool to apply a [transparency type](#) to a shadow.

### Movies

`{button ,EF("XaraDemo.exe",`Shadows Using Shadows',1,`) } Using shadows`

---

### Related Topics

- [Applying a shadow](#)
- [Removing a shadow](#)
- [Shadow Tool](#)

### **Modifying the bevel shape**

This describes how to change the shape (profile) of the bevel at the edge of objects.

#### **How to modify the bevel shape:**

1. Select the object (see [Selecting objects](#)).
2. Choose the Bevel Tool.
3. Choose the bevel shape you want from the **Bevel type** list.

#### **Notes:**

- Choosing **None** removes any applied bevel.
- If you have several beveled objects selected, any changes apply to all the bevels.

---

#### **Related Topics**

[Applying a bevel](#)

[Modifying a bevel](#)

[Removing a bevel](#)

[Bevel Tool](#)

### Mold Pop-up Menu

Right-clicking on a mold pops-up a menu:

- [Mold Tool](#)  
-----
- [Cut](#)
- [Copy](#)
- [Paste](#)  
-----
- [Delete](#)
- [Duplicate](#)
- [Clone](#)  
-----
- [Convert to Editable Shapes](#)
- [Create Bitmap Copy](#)
- [Combine Shapes](#)  
-----
- [Imagesetting](#)  
-----
- [Web Address](#)
- [Color Editor](#)

---

{button ,KL('pop-up menus',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics



## Mold Tool - Banner Envelope Button



The **Banner Envelope** button on the [Mold Tool Infobar](#) applies a banner envelope to the selection. You can edit the envelope as required. The selection always remains within the envelope whatever edits you make.



## Mold Tool - Ceiling Perspective Button



This button on the [Mold Tool Infobar](#) applies a ceiling facing perspective to the selection.



## Mold Tool - Circular Envelope Button



The **Circular Envelope** button on the [Mold Tool Infobar](#) applies a circular envelope to the selection. You can edit the envelope as required. The selection always remains within the envelope whatever edits you make.

## ▪ Mold Tool - Concave Envelope Button



The **Concave Envelope** button on the [Mold Tool Infobar](#) applies a concave envelope to the selection. You can edit the envelope as required. The selection always remains within the envelope whatever edits you make.

## ▪ Mold Tool - Copy Mold Button



The **Copy Mold** button on the Mold Tool Infobar copies the mold from the currently selected object (where possible) to the clipboard as a shape. For example, if the selection contains an elliptical mold, this button places the ellipse on the clipboard.

## ▪ Mold Tool - Default Envelope Button



The **Default Envelope** button on the [Mold Tool Infobar](#) applies a default rectangular envelope to the selection. You can edit the envelope as required. The selection always remains within the envelope whatever edits you make.

## ▪ Mold Tool - Default Perspective Button



The **Default Perspective** button on the [Mold Tool Infobar](#) applies the default, flat perspective to the selection. You can then edit the shape of the mold as required.

## ▪ Mold Tool - Detach Mold



With a molded object selected, press the **Detach Mold** button on the Mold Tool Infobar to 'detach' the mold. You can then edit the mold without waiting for the molded object being 'recalculated'. Click the **Detach** button again to update the display of the molded object. A detached mold will not be recalculated until the detach button is pulled out or the document is saved and reloaded.

## ▪ Mold Tool - Elliptical Envelope Button



The **Elliptical Envelope** button on the [Mold Tool Infobar](#) applies an elliptical envelope to the selection. You can edit the envelope as required. The selection always remains within the envelope whatever edits you make.

## ▪ Mold Tool - Floor Perspective Button



This button applies a 'floor' facing perspective to the selection.

## ▪ Mold Tool - Left Perspective Button



This button on the Mold Tool Infobar applies a left facing perspective to the selection.

## ▪ Mold Tool - Mesh Button



The **Mesh** button on the [Mold Tool Infobar](#) is used to display a mesh over all selected molds. The mesh lets you see the amount of distortion applied to the object. The mesh appears only on screen - it is never printed.

## ▪ Mold Tool - Paste Envelope Button



The **Paste Envelope** button on the Mold Tool Infobar takes a shape from the clipboard and pastes it as an envelope over the selection. For this operation to succeed there must be a four-sided shape on the clipboard. An error will be reported if the shape is unsuitable to be pasted as an envelope. Once pasted, you can edit the envelope as required with this tool or with the Selector Tool.

### **Note**

- The shape on the clipboard must have four sides. The sides may be curved or straight.

## ▪ Mold Tool - Paste Perspective Button



This button on the Mold Tool Infobar applies a perspective to the selection using the contents of the clipboard as a perspective mold.

### **Note**

- The shape on the clipboard must have four straight sides.

## ▪ **Mold Tool - Remove Button**

Remove

This button on the [Mold Tool Infobar](#) removes the molds from all molded objects in the selection.

## ▪ Mold Tool - Right Perspective Button



This button on the [Mold Tool Info](#)bar applies a right facing perspective to the selection.

## ▪ Mold Tool - Rotate Contents



This button on the [Mold Tool Infobar](#) 'rotates' the contents of the [mold](#). This lets you align one edge of the molded shape with any edge of the mold shape.



## ▪ Mold Tool      SHIFT+F6

The Mold Tool is used to apply Envelope and Perspective molds to objects to warp, bend and reform them. For more details on molds, see the [Molds Overview](#). You can choose the Mold Tool using the [Mold Pop-up Menu](#).

### Mold Tool Infobar Controls

- [Mesh](#)
- [Remove](#)
- [Copy Mold](#)
- [Detach](#)
-  [Rotate Contents](#)
- [Default Envelope](#)
- [Circular Envelope](#)
- [Elliptical Envelope](#)
- [Concave Envelope](#)
- [Banner Envelope](#)
- [Paste Envelope](#)
- [Default Perspective](#)
- [Left Perspective](#)
-  [Right Perspective](#)
- [Floor Perspective](#)
- [Ceiling Perspective](#)
- [Paste Perspective](#)

### Mold Tool Operations

- [Applying molds](#)
- [Reshaping an envelope mold](#)
- [Reshaping a perspective mold](#)

### Movies

{button ,EF("XaraDemo.exe", "Envelope Envelope molds",1,"") } Using envelope molds

{button ,EF("XaraDemo.exe", "Perspect Perspective molds",1,"") } Using perspective molds

## Molds Overview

You can take any object or set of objects and place them inside a mold object. you can then change the shape of the mold object which distorts the enclosed objects. There are two distinct types of mold. Perspective molds which have four straight sides and envelope molds which have four sides which can be curved. For more details, see [Applying perspective molds](#).

### Perspective Molds



Perspective molds are ideal for creating banners and three dimensional effects.

### Envelope Molds



With Envelope molds you can distort and warp a shape using the four corners of the mold shape. you can also bend and warp the edges of the mold shape to distort the contents even more.

#### Note:

- You cannot mold bevels, contours or shadows independently of the objects to which they are applied. Instead, select the object and mold that; any bevel, contour, or shadow then adjusts to the molded shape.

#### Movies

{button ,EF("XaraDemo.exe", "Envelope Envelope molds",1,`) } Using envelope molds

{button ,EF("XaraDemo.exe", "Perspect Perspective molds",1,`) } Using perspective molds

---

{button ,KL(`tools,mold tool;molds',0,`\_\_\_\_ No\_Topics\_Found',`) } Related Topics

## ▪ **Mouse Options**

To open the Mouse Options, choose **Options** from the Utilities menu and click on the Mouse tab.

### **Left and Right Mouse Button Function**

The option controls what the left mouse button does. For more information on configuring the mouse, see [Configuring the mouse buttons](#).

- Normal Click
- SHIFT-click
- CTRL-click
- ALT-click
- Pop-up menu
- Enable/disable Full Screen Mode
- Zoom In or Out

The **Reset Default** button returns the settings for left and right mouse buttons to their 'factory' defaults.

### **Magnetic Snap Radii**

These two fields set the magnetic snap distances for [grid](#), [guide](#) and [object snapping](#). For more information, see [Changing the magnetic snap distances](#).

---

### **Related Topics**

[Pop-up menus](#)

[Object snapping](#)

### **Mouse-wheel operations**

If you have a mouse with a wheel; you can:

- scroll the wheel to scroll up and down
- hold down SHIFT to scroll left (scroll the wheel up) or right (wheel down)
- hold the wheel down to slide the document around in the window
- click the wheel to center the view around the mouse pointer
- SHIFT-click to zoom out
- CTRL-click to zoom in
- Hold down CTRL for variable zoom in (scroll the wheel up) or zoom out (wheel down).

- **Move Backwards (Arrange Menu) CTRL+SHIFT+B**

Moves every object in the selection backwards in the stack of objects in its layer or frame. For more details, see [Moving objects backwards and forwards](#).

- **Move Forwards (Arrange Menu) CTRL+SHIFT+F**

Moves every object in the selection forwards in the stack of objects in its layer or frame. For more detail, see [Moving objects backwards and forwards](#).

## Moving objects in a ClipView

ClipView lets you use an object as a "window" onto other objects. You see only those parts of other objects that are within the window. We call this creating a ClipView. You can move the window object to change your view. (The window object remains visible.)

### ■ To move objects in a ClipView

You can move a ClipView in the regular way. You can also move the window object relative to the others in the ClipView. This changes which parts of the other objects you can see.

The original ClipView (in these examples the blue ellipse is the window object):

### ■ To move or change the window object:

1. Using the Selector Tool select the ClipView - see Selecting objects.
2. Click the top-left keyhole



This selects just the window object. Any changes you now make (such as moves and resizing) apply only to the window object.



### To move or change the other objects in the ClipView:

1. Using the Selector Tool select the ClipView - see Selecting objects.
2. Click the center keyhole:



This selects all the objects in the ClipView **except** the window object. Any changes you now make (such as moves and resizing) apply only to these objects.



### Notes:

- You can also select any object in the ClipView using Select Inside.
- After using the keyholes or Select Inside, drag the selected objects if you want to move them. Clicking on any other object deselects any currently selected objects.

### Movies

```
{button ,EF("XaraDemo.exe",`ClipView Using ClipView',1,`) } Using ClipView
```

```
{button ,KL(`clipping',0,`____No_Topics_Found',`')} Related Topics
```

### Move the shadow

Moving the shadow relative to the object gives the effect of moving the object towards or away from the page (Wall shadow) or tilting the page (Floor shadow).

#### ■ To move a shadow

1. Select the object (see [Selecting objects](#)). (See notes.)
2. Choose the Shadow Tool.
3. Drag over the shadow.

Or, for precise movements of a Wall shadow, change the values in the [X-Y text boxes](#). Either click the arrows to the right or type in new values. X-Y values are the center of the shadow relative to the center of the objects.

#### Notes:

- If you select multiple shadows, a target
- appears in the center of the selection. Drag the target to move all the shadows. Or you can drag on a shadow to move just that shadow.
- You can also use the Shadow Tool to select objects - [more details](#).
- You cannot move Glow shadows as these are always directly behind the object.
- To change the size of the shadow see [Changing the blur](#).

#### Movie

{button ,EF("XaraDemo.exe",`Shadows Using Shadows',1,`) } Using shadows

---

#### Related Topics

- [Modifying shadows](#)
- [Applying a shadow](#)
- [Removing a shadow](#)
- [Shadow Tool](#)

- **Move to Layer Behind (Arrange Menu) CTRL+SHIFT+D**

Moves all objects in the selection back one layer to the previous visible layer. For more details, see [Moving objects between layers](#).

- **Move to Layer in Front (Arrange Menu) CTRL+SHIFT+U**

Moves all objects in the selection forwards one layer to the next visible layer. For more details [Moving objects between layers](#).

**Move to Next Frame (Arrange Menu) CTRL+SHIFT+U**

Click this button to move the selected objects to the next frame in the animation (the frame above in the Frame Gallery).

---

`{button ,KL(`frames',0,`____No_Topics_Found',`')}` **Related Topics**

**Move to Previous Frame (Arrange Menu) CTRL+SHIFT+D**

Click this button to move the selected objects to the previous frame in the animation (the frame below in the Frame Gallery).

---

{button ,KL(^frames',0,` \_\_\_\_No\_Topics\_Found',`)} **Related Topics**

**Available only with CD versions of Xara X**  
**Not available with download versions**

Click a button to watch a movie

For more information, see [Viewing the movies](#)

{button ,EF('xarademo',`Intro XARA X Demonstration',1,`)} Welcome to Xara X - A brief description of all the facilities available

{button ,EF('xarademo.exe',`Demo XARA X Demonstration',1,`)} Creating an illustration using Xara X

{button ,EF('xarademo.exe',`Webpage XARA X Demonstration',1,`)} Creating a web page using Xara X

## Getting started

{button ,EF('xarademo',`Selhands Using Selection Handles',1,`)} Using selection handles

{button ,EF("XaraDemo.exe",`Select Selecting Objects",1,`) } Selecting objects

{button ,EF("XaraDemo.exe",`SelInsid.avi Selecting Objects In Objects",1,`) } Selecting objects in objects

{button ,EF("XaraDemo.exe",`SelUnder.avi Selecting Objects Under Objects",1,`) } Selecting objects under objects

{button ,EF("XaraDemo.exe",`WYSIWYG Display Quality",1,`) } Changing the display quality

{button ,EF("XaraDemo.exe",`ZoomPan.avi Magnifying and Moving a Document",1,`) } Magnifying and moving documents

{button ,EF("XaraDemo.exe",`FullScrn.avi Full Screen Mode",1,`) } Using full screen mode

{button ,EF("XaraDemo.exe",`Magnet Object Snapping",1,`) } Using object snapping

{button ,EF('xarademo.exe',`ClipGal Clipart Gallery',1,`)} Clipart Gallery

## QuickShapes

{button ,EF("XaraDemo.exe",`ellipses Ellipses and Circles",1,`) } Drawing ellipses and circles

{button ,EF("XaraDemo.exe",`oblong Rectangles and Squares",1,`) } Drawing rectangles and squares

{button ,EF("XaraDemo.exe",`Regular QuickShapes",1,`) } Drawing QuickShapes

## Colors

{button ,EF('xarademo.exe',`Colours Coloring Objects',1,`)} Coloring objects

{button ,EF("XaraDemo.exe",`EditCol Defining Your Own Colors",1,`) } Creating your own colors

{button ,EF("XaraDemo.exe",`Tints Using Tints",1,`) } Using tints

## Moving objects

{button ,EF("XaraDemo.exe",`AlgnDist Aligning and Distributing Objects",1,`) } Aligning and distributing objects

{button ,EF("XaraDemo.exe",`Arrange Moving Objects Backwards and Forwards within a Layer",1,`) } Moving objects backwards and forwards within a layer

{button ,EF("XaraDemo.exe",`Moving Moving Objects",1,`) } Moving objects

{button ,EF("XaraDemo.exe",`Layers Layers",1,`) } Using layers

{button ,EF("XaraDemo.exe",`Grids Using Grids and Rulers",1,`) } Using grids & rulers

## Changing objects

{button ,EF("XaraDemo.exe",`DupClone Duplicating and Cloning Objects",1,`) } Duplicating and cloning objects

{button ,EF("XaraDemo.exe",`Groups Grouping Objects",1,`) } Grouping objects

{button ,EF("XaraDemo.exe",`AddShape Adding Objects",1,`) } Adding objects

{button ,EF("XaraDemo.exe",`IntShape Intersecting Objects",1,`) } Intersecting objects

{button ,EF("XaraDemo.exe",`Slice Slicing Objects",1,`) } Slicing objects

{button ,EF("XaraDemo.exe",`SubShape Subtracting Objects",1,`) } Subtracting objects

{button ,EF("XaraDemo.exe",`mkshape Converting Objects to Simple Editable Shapes",1,`) } Converting objects to editable shapes

{button ,EF("XaraDemo.exe",`Bevel Using Bevels",1,`) } Using bevels

{button ,EF("XaraDemo.exe",`Contour Using Contours",1,`) } Using contours

{button ,EF("XaraDemo.exe",`Shadows Using Shadows",1,`) } Using shadows

{button ,EF("XaraDemo.exe",`Feather Using Feathering",1,`) } Using feathering

{button ,EF("XaraDemo.exe",`Profile Using Profiles",1,`) } Using profiles

{button ,EF("XaraDemo.exe",`EdNamGal Name Gallery - Editing Properties",1,`) } Editing properties in the Name Gallery

{button ,EF("XaraDemo.exe",`ClipView Using ClipView",1,`) } Using ClipView

## Bitmaps

{button ,EF("XaraDemo.exe",`Bexport Exporting Bitmaps',1,`) } Bitmap export  
{button ,EF("XaraDemo.exe",`Palette Bitmap Export - Palette Optimization',1,`) } Bitmap Export - Palette optimization  
{button ,EF("XaraDemo.exe",`Bxoption Bitmap Export - Option tab',1,`) } Bitmap Export - Options tab  
{button ,EF("XaraDemo.exe",`Bxsize Bitmap Export - Size tab',1,`) } Bitmap Export - Size tab  
{button ,EF("XaraDemo.exe",`Bxpview Bitmap Export - Preview tab',1,`) } Bitmap Export - Preview tab  
{button ,EF("XaraDemo.exe",`BmapFill Bitmap Fills",1,`) } Using bitmap fills  
{button ,EF("XaraDemo.exe",`Tracer Tracing Bitmaps",1,`) } Using the bitmap tracer  
{button ,EF("XaraDemo.exe",`Beffects Bitmap special effects',1,`) } Bitmap special effects  
{button ,EF("XaraDemo.exe",`AniGIF Animated GIFs',1,`) } Creating Animated GIFs

## Control bars

{button ,EF("XaraDemo.exe",`Buttons Moving and Copying Buttons",1,`) } Moving and copying buttons  
{button ,EF("XaraDemo.exe",`CtrlBars Moving and Resizing Control Bars",1,`) } Moving and resizing control bars  
{button ,EF("XaraDemo.exe",`MakeBars Creating Control Bars",1,`) } Creating new control bars

## Blending objects

{button ,EF("XaraDemo.exe",`Blend Simple Blending",1,`) } Blending objects  
{button ,EF("XaraDemo.exe",`BlendFun Advanced Blending",1,`) } Blending objects - Advanced

## Using Molds

{button ,EF("XaraDemo.exe",`Envelope Envelope molds",1,`) } Using envelope molds  
{button ,EF("XaraDemo.exe",`Perspect Perspective molds",1,`) } Using perspective molds

## Fills

{button ,EF("XaraDemo.exe",`BmapFill Bitmap Fills",1,`) } Using bitmap fills  
{button ,EF("XaraDemo.exe",`Fractals Fractal Fills",1,`) } Using fractal cloud fills  
{button ,EF("XaraDemo.exe",`GradFill Linear Circular Elliptical and Conical Fills",1,`) } Using linear, circular, elliptical and conical fills

## Transparency

{button ,EF("XaraDemo.exe",`Transpar Simple Transparency Effects",1,`) } Using transparency

## Text

{button ,EF("XaraDemo.exe",`Text Entering Text",1,`) } Entering text  
{button ,EF("XaraDemo.exe",`EditText Editing Text",1,`) } Editing text  
{button ,EF("XaraDemo.exe",`TextFun Advanced Text",1,`) } Advanced text  
{button ,EF("XaraDemo.exe",`TextCtrl More on the Text Tool",1,`) } More on the Text Tool

## Lines and shapes

{button ,EF("XaraDemo.exe",`CurvDraw.avi Drawing Lines and Shapes with the Shape Editor Tool",1,`) } Drawing lines with the Shape Editor Tool  
{button ,EF("XaraDemo.exe",`FreeDraw.avi Drawing Lines and Shapes with the Freehand Tool",1,`) } Drawing lines with the Freehand & Brush Tool  
{button ,EF("XaraDemo.exe",`PenDraw Drawing Lines and Shapes with the Pen Tool",1,`) } Drawing lines with the Pen Tool  
{button ,EF("XaraDemo.exe",`CurvEdit Editing Lines and Shapes with the Shape Editor Tool",1,`) } Editing lines with the Shape Editor Tool  
{button ,EF("XaraDemo.exe",`FreeEdit Editing Lines and Shapes with the Freehand Tool",1,`) } Editing lines with the Freehand & Brush Tool  
{button ,EF("XaraDemo.exe",`PenEdit Editing Lines and Shapes with the Pen Tool",1,`) } Editing lines with the Pen Tool  
{button ,EF("XaraDemo.exe",`LineBits Editing Line Width Ends and Joins",1,`) } Editing line widths, ends and joins  
{button ,EF("XaraDemo.exe",`Smooth Smoothing Lines and Shapes",1,`) } Smoothing lines and shapes  
{button ,EF("XaraDemo.exe",`JoinBrk Joining and Breaking Lines and Shapes",1,`) } Joining and breaking shapes  
{button ,EF("XaraDemo.exe",`LinShape Converting lines to Shapes",1,`) } Converting lines to editable shapes  
{button ,EF("XaraDemo.exe",`NewBrush Creating a New Brush",1,`) } Creating a new Brush  
{button ,EF("XaraDemo.exe",`Pressure Pressure Sensitivity",1,`) } Pressure sensitivity the Freehand & Brush Tool  
{button ,EF("XaraDemo.exe",`EdBrush Editing a Brush",1,`) } Editing a Brush  
{button ,EF("XaraDemo.exe",`Linstroke Line stroking",1,`) } Line strokes

{button ,EF("XaraDemo.exe",`ClipView Using ClipView',1,`) } Using ClipView

## **The Internet**

{button ,EF("XaraDemo.exe",`WebAdd Assigning Web Addresses',1,`) } Creating hot-spots

{button ,EF("XaraDemo.exe",`Imagemap Image maps',1,`) } Image maps

{button ,EF("XaraDemo.exe",`Dreamwv Dreamweaver integration',1,`) } Dreamweaver integration

{button ,EF("XaraDemo.exe",`NavBar Creating Navigation Bars',1,`) } Creating Navigation Bars

{button ,EF("XaraDemo.exe",`Rollover Creating JavaScript Rollovers',1,`) } Creating JavaScript rollovers

## Moving QuickShapes

There is a special easy way of moving [QuickShapes](#).

### ■ To move a QuickShape

1. Choose the QuickShape Tool.
2. Drag the cross in the center of the QuickShape.

### Tips

- If you want to move an ellipse, you could use the Ellipse Tool. Ditto for the Rectangle Tool.
- QuickShapes can also be moved like any other object using the Selector Tool - see [Moving objects](#).

---

{button ,KL('tools,quickshape tool',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### **Moving a point on a line or shape**

You often want to move a [point](#) to slightly change a [shape](#) or [line](#). Xara X provides several ways of doing this.

#### ■ **To move a point on a line or shape**

1. Select the line or shape (see [Selecting objects](#)).
2. Choose the Shape Editor Tool or the Pen Tool (or Selector Tool, see note).
3. Drag the point handle you wish to move. See the Tips below to see how to constrain handle movement to multiples of the angle set in the General Options.

#### **Tips**

- You can use the Selector Tool if you have enabled edit handles. See [Enabling edit handles](#).
- You can also move the point by typing the values into the center Parameter Field on the [Shape Editor Tool Infobar](#) and press RETURN.
- You can also use the arrow buttons on the center Parameter Field on the Shape Editor Tool Infobar.
- You can move point handles using the cursor keys. See [Nudging objects and handles](#).
- Holding down CTRL when dragging a point handle constrains it around its original position. This makes it easy to move the point horizontally or vertically. See [Changing the constrain angle](#).
- Holding down CTRL+SHIFT when dragging a point handle constrains it around the previous point handle making it simple to create horizontal and vertical lines. Holding down CTRL+SHIFT+ALT is identical, but works with the next point handle.

---

#### **Related Topics**

[Selector Tool](#)

[Pen Tool](#)

[Shape Editor Tool](#)

## Moving and copying buttons

Moving and copying buttons lets you customize Xara X's [control bars](#) to your personal preferences. There is a control bar called the [button palette](#) which contains a copy of every available button in Xara X.

- 
- **To move a button**
  1. Hold down ALT.
  2. Drag the button to a different position on the control bar or to a different control bar.You can put spaces between bars. See [Spacing buttons on control bars](#).
- **To copy a button**
  1. Hold down the ALT+CTRL keys.
  2. Drag the button to the new position. A copy remains in the original location.
- **To open the button palette**
  1. From the Window menu, choose Control Bars.
  2. In the dialog box, scroll until you see **Button Palette** listed.
  3. Click the switch next to it.

### Notes

- You can't move or copy buttons on the [Infobar](#).

### Movie

`{button ,EF("XaraDemo.exe", "MakeBars Creating Control Bars",1,')} }` Creating new control bars

---

`{button ,KL('control bars',0,`____No_Topics_Found',`)}`  Related Topics

### **Moving and resizing control bars**

You can drag control bars and anchor them to different parts of the Xara X window or convert them into windows which can be moved around. You can also change the size of a floating control bar.

- **To move a control bar**

1. Place the mouse pointer over an area of the bar not occupied by buttons or fields.
2. Drag the bar to its new location.

As the bar is dragged it has either a thick or a thin outline. A thick outline means dropping the bar will leave it floating in its own window. A thin outline indicates that dropping the bar will become anchored to the edge of the window. If you want the bar to remain floating, hold down CTRL while dragging.

- **To resize a floating control bar**

1. Move the mouse pointer over the edge of the control bar window. The mouse pointer changes to a double ended arrow.
2. Drag to resize the control bar.

---

{button ,KL('control bars',0,`\_\_\_No\_Topics\_Found`,`)} **Related Topics**

### Moving and resizing galleries

You can move the galleries so that they do not obscure the part of the drawing you are working on. You can also resize them to see more or fewer entries.

- **To move a gallery**

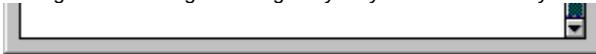
Either:

- drag the title bar of the gallery,
- or drag the background of the gallery behind the buttons.



- **To resize a gallery**

Drag the outer edge of the gallery as you would with any other resizable window.



---

{button ,KL('galleries',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics

### **Moving between documents**

You can have several Xara X documents loaded in memory at the same time. You can then view any of them in the window and swap between them.

- **To move between documents**

At the bottom of the Window menu is a list of currently loaded documents. From this list select the name of document you want to view.

**Tip**

- You can also cycle through the currently loaded documents by pressing CTRL+Tab.

---

**{button ,KL('documents,viewing several at once',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics**

### **Moving bitmap fill handles**

[Bitmap fills](#) are controlled by two [fill arrows](#) joined at the base pointing out from the center of the bitmap. To move the whole rectangular bitmap, move the center fill handle. To squash, [skew](#) and [scale](#) the rectangular bitmap, move the outer handles.

#### ■ **To move bitmap fill handles**

1. Select the bitmap filled object (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Drag the fill handle.

#### **Tips**

- If you hold down CTRL while you drag the fill handle its movement is constrained to 45 degree intervals. This is useful for stretching the fill in one direction.
- If the SHIFT key is held down whilst dragging a fill arrow, the angle between the two fill arrows is locked during the drag preventing the bitmap from being stretched or skewed making it easy to scale it.
- You can also use the Selector Tool to move fill handles if you have set up the Selector Tool to show fill handles on objects. See [Enabling fill handles](#).
- You can move fill handles using the cursor keys, see [Nudging objects and handles](#).

---

### **Related Topics**

[Bitmap fills](#)

[Fill Tool](#)

[Fills overview](#)

### Moving bitmap transparency handles

A [bitmap transparency](#) is controlled by two [transparency arrows](#) joined at the base pointing out from the center of the bitmap. To move the whole rectangular section, move the center handle. To squash, [skew](#) and [scale](#) the rectangular bitmap, move the outer handles.

- **To move bitmap transparency handles**

1. Select the transparent object. (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Drag one of the handles.

**Tips**

- To lock the angle between the arrows, SHIFT-drag.
- To lock the arrow to the constrain angle, CTRL-drag. Also see, [Changing the constrain angle](#).
- You can move transparency handles using the cursor keys, see [Nudging objects and handles](#).

---

### Related Topics

- [Bitmap transparency](#)
- [Transparency Tool](#)
- [Transparency overview](#)

### **Moving colors on the Color Line**

The Color Line is usually arranged in color order. However if you want a different arrangement, you can move colors. Rearranging the Color Line also rearranges the Color Gallery.

#### ■ **To move colors on the Color Line**

1. Place the mouse pointer over the color you want to move.
2. Hold down CTRL and drag the color.
3. Drop it where you want it. The mouse pointer will show you where it will move to.

#### **Tips**

- To remove colors from the Color Line delete them using the Color Gallery.
- Once you have moved the colors, they will stay in their positions as they are saved in the file.

---

#### **Related Topics**

[Color Line](#)

[Color Gallery](#)

[Creating named colors](#)

### **Moving diamond fill handles**

Diamond fills are controlled by two fill arrows joined at the base pointing out from the center of the diamond. To move the whole diamond shape, move the center fill handle. To squash, skew and scale the diamond, move the outer handles.

#### ■ **To move diamond fill handles**

1. Select the diamond filled object (see Selecting objects).
2. Choose the Fill Tool.
3. Drag the fill handle.

#### **Tips**

- If you hold down CTRL while you drag the fill handle its movement is constrained to 45 degree intervals. This is useful for stretching the fill in one direction.
- If the SHIFT key is held down whilst dragging a fill arrow, the angle between the two fill arrows is locked during the drag preventing the diamond from being stretched or skewed making it easy to scale it.
- You can also use the Selector Tool to move fill handles if you have set up the Selector Tool to show fill handles on objects. See Enabling fill handles.
- You can move fill handles using the cursor keys, see Nudging objects and handles.

---

### **Related Topics**

Diamond fills

Fill Tool

Fills overview

## Moving fill handles

You can move [fill handles](#) to change the appearance of a [fill](#).

### ■ To move a fill handle

1. Select the object with the fill applied. (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Drag the fill handle to its new position.

### Tips

- If you hold down CTRL while you drag the fill handle its movement is constrained to 45 degree intervals. (The constrain angle is customizable - see [Changing the constrain angle](#).)
- You can also use the Selector Tool to move fill handles if you have set up the Selector Tool to show fill handles on objects. See [Enabling fill handles](#).
- You can move fill handles using the cursor keys, see [Nudging objects and handles](#).
- If you don't want to see fill arrows when dragging ([interactive dragging](#)), press TAB during the drag.

---

## Related Topics

[Fill Tool](#)

[Fills overview](#)

[Selector Tool](#)

### **Moving four color fill handles**

A [four color fill](#) is controlled by two [fill arrows](#) joined at the base combined with a fourth fill handle to form a parallelogram. To move all four handles, move the handle at the base of the arrows. You can move the other three handles independently but they will always appear as a parallelogram.

- **To move four color fill handles**

1. Select the filled object. (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Drag one of the handles.

#### **Tips**

- To lock the angle between the arrows, SHIFT-drag.
- To lock the arrow to the constrain angle, CTRL-drag. Also see [Changing the constrain angle](#).
- You can move fill handles using the cursor keys, see [Nudging objects and handles](#).

---

### **Related Topics**

[Four color fills](#)

[Fill Tool](#)

[Fills overview](#)

### **Moving four point transparency handles**

A [four point transparency](#) is controlled by two [transparency arrows](#) joined at the base combined with a fourth handle forming a parallelogram. To move all four points, move the handle at the base of the arrows. You can move the other handles freely, but they always form a parallelogram.

- **To move four point transparency handles**

1. Select the transparent object. (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Drag one of the handles.

#### **Tips**

- To lock the angle between the arrows, SHIFT-drag.
- To lock the arrow to the constrain angle, CTRL-drag. Also see, [Changing the constrain angle](#).
- You can move transparency handles using the cursor keys, see [Nudging objects and handles](#).

---

### **Related Topics**

[Four point transparency](#)

[Transparency Tool](#)

[Transparency overview](#)

### **Moving fractal fill handles**

A pair of fill arrows controls [Fractal Cloud fills](#) and [Fractal Plasma fills](#). To move the whole fractal, move the center [fill handle](#). To squash, [skew](#) and [scale](#) the fractal, move the outer handles.

#### ■ **To move a fractal fill handle**

1. Select the fractal filled object. See [Selecting objects](#).
2. Choose the Fill Tool.
3. Drag the fill handle.

#### **Tips**

- If you hold down CTRL while you drag the fill handle its movement is constrained to 45 degree intervals. This is useful for stretching the fill in one direction.
- If the SHIFT key is held down whilst dragging a fill arrow, the angle between the two fill arrows is locked during the drag preventing the fractal from being stretched or skewed making it easy to scale it.
- You can also use the Selector Tool to move fill handles if you have set up the Selector Tool to show fill handles on objects. See [Enabling fill handles](#).
- You can move fill handles using the cursor keys, see [Nudging objects and handles](#).

---

### **Related Topics**

[Fractal fills](#)

[Fill Tool](#)

[Fills overview](#)

### **Moving fractal transparency handles**

A pair of [transparency arrows](#) controls [Fractal Cloud transparency](#) and [Fractal Plasma transparency](#). To move the whole fractal, move the center handle. To squash, [skew](#) and [scale](#) the fractal, move the outer handles.

- **To move a fractal transparency handle**

1. Select the transparent object. See [Selecting objects](#).
2. Choose the Transparency Tool.
3. Drag one of the handles.

#### **Tips**

- To lock the angle between the arrows, SHIFT-drag.
- To lock the arrow to the constrain angle, CTRL-drag. Also see, [Changing the constrain angle](#).
- You can move transparency handles using the cursor keys, see [Nudging objects and handles](#).

---

#### **Related Topics**

- [Fractal transparency](#)
- [Transparency Tool](#)
- [Transparency overview](#)

## Moving guidelines

[Guidelines](#) help you line up objects as you create your drawing. You may find you want to move a guideline to a different part of the drawing or change its position slightly.

### ■ To move a guideline

The easiest way is to drag the guideline to the required position.

### ■ To position a guideline accurately

1. Right-click on the guideline to open the guideline pop-up menu.
2. Choose **Properties** to open the Guideline Properties dialog box.
3. Type a new position into the field and click **OK**.

### ■ To position several guidelines

You can only use this in [Drawing documents](#).

1. Open the Layer Gallery.
2. Right-click on the [guides layer](#) to open the layer pop-up menu.
3. Choose **Properties** to open the [Layer Properties dialog box](#).
4. Open the Guides tab.
5. Select **Horizontal** or **Vertical**.
6. Click **Properties** (this button is dimmed if you have more than one guideline selected) to open the Guideline Properties dialog box.
7. Enter a new value for the position.

### Tips

- If the **Editable** setting for the guides layer (set using the Layer Gallery) has been turned off, you will not be able to use the first two methods - the guides layer must be unlocked first.
- The units used for guideline positioning are the page units, see [Changing the page units](#). Note however that the units used on the rulers (and grid) are set using the [Grid and Ruler Options](#).

---

## Related Topics

[Guidelines](#)

[Layer Gallery](#)

### Moving handles to the center of QuickShapes

You can easily do this using [object snapping](#).

■ **To lock a handle onto the center of an object**

1. From the Window Menu, choose **Object Snapping**.
2. Drag the handle near the center of the object.

If you release the mouse button when the mouse pointer has a small magnet next to it, the handle will rest exactly on the center of the object.

---

`{button ,KL('object snapping,overview',0,`___No_Topics_Found`,`)}` **Related Topics**

## Moving objects

Objects can be moved using the mouse, accurately using the Selector Tool InfoBar or in small steps using the keyboard.

### What do you want to do?

- Move objects by dragging
- Move objects accurately

### Movie

{button ,EF("XaraDemo.exe","Moving Moving Objects",1,`) } Moving objects

### **Moving objects accurately**

You often want to move [objects](#) around your [document](#). Usually you can just drag them to the required position but sometimes you want to position them more accurately.

- **To move an object accurately**

1. Select the object (see [Selecting objects](#)).
2. Either

- enter values in the **Position Field** on the [Selector Tool Infobar](#) and press RETURN,
- or use the **Position field** arrow buttons on the Infobar to alter the values.

#### **Tips**

- You can move objects using the cursor keys, see [Nudging objects and handles](#).
- This moves the object within the document. To move between documents see [Cutting and copying objects to the clipboard](#).

### Moving objects backwards and forwards

Often you find to want to move [objects](#) in front of or behind other objects.

- **To move objects backwards or forwards**

1. Select the object (see [Selecting objects](#)).

2. From the Arrange menu, choose

- **Bring to Front** or **Put to Back** to move the object to the front or back of the layer/frame.
- **Move Forwards** or **Move Backwards** to step the object towards the front or back of the layer/frame.

#### Tip

- The objects only move within a layer or frame. To move them between layers or frames, see [Moving objects between layers](#).

#### Movie

{button ,EF("XaraDemo.exe","Arrange Moving Objects Backwards and Forwards within a Layer",1,`) } Moving objects backwards and forwards within a layer

### Moving objects between frames

Xara X uses [frames](#) to create [animated GIF files](#).

- **To move objects to a specific frame**
  1. Select the object.
  2. From the Edit menu, choose **Cut**.
  3. From the Utilities menu, choose **Frame Gallery**.
  4. Click on the destination frame to make it the current frame.
  5. Press CTRL+SHIFT+V to paste the object back in the same position in the frame.

#### Tips

- You can move whole frames. See [Reordering frames](#).
- To move objects to the next or previous frame use **Move to Next Frame** or **Move to Previous Frame** on the Arrange menu.
- To move objects within their current frame, see [Moving objects backward and forwards](#).

---

{button ,KL(`frames',0,`\_\_\_\_No\_Topics\_Found',`')} Related Topics

## Moving objects between layers or frames

You may want to move [objects](#) into a different [layer](#) or [frame](#).

### ■ To move objects between layers or frames

1. Select the objects (see [Selecting objects](#)).
2. From the Arrange menu, choose **Move to Layer in Front** or **Move to Layer Behind** (for a [Drawing document](#)) or **Move to Next Frame** or **Move to Previous Frame** (for an [animation document](#)).

### ■ To move objects to a specific layer or frame

1. Select the object (see [Selecting objects](#)).
2. From the Edit menu, choose **Cut**.
3. From the Utilities menu, choose [Layer Gallery](#) (for a framed document) or [Frame Gallery](#) (for an animation document).
4. Click on the layer/frame to make it the current layer or frame.
5. Press CTRL+SHIFT+V to paste the object back in the same position in the layer/frame.

### ■ To move objects to the current layer

The [current layer](#) is the layer where new objects are created

1. Select the objects (see [Selecting objects](#)).
2. From the Utilities menu, choose [Layer Gallery](#).
3. To make a different layer the current layer, click its name in the Layer Gallery.
4. Click **Move** to move the selected objects to the current layer.

### Tips

- When you move objects backwards and forwards between frames, the [guides layer](#) is ignored and skipped.
- You can move whole layers and frames. See [Reordering layers](#) and [Reordering frames](#).
- To move objects within their current layer/frame, see [Moving objects backward and forwards](#).

---

{button ,KL('layers,layer gallery overview',0,','')} **Related Topics**

## Moving objects by dragging

You often want to move [objects](#) around your [document](#). Dragging is the easiest way to move them.

### ■ To move objects by dragging

1. Choose the Selector Tool (see [Selecting objects](#)).
2. Drag the object to the new position. If the object is part of the selection, the entire selection moves.

### ■ Moving objects using grid locking

When an object is moved with grid locking enabled the leading edge(s) of the bounding box of the selection will lock onto the nearest grid points. The normal operation of this feature is the same as with CorelDRAW. It is possible to force the object to remain at the same relative position on the grid as it is moved. To do this hold down ALT during the drag. This style of grid locking is the same as that used in [ArtWorks](#).

### Tips

- To constrain the move angle, hold the CTRL key down during the drag. Press CTRL **after** the mouse click (otherwise the action will become a [Select Inside](#) operation).
- To leave copies of the object as you move it, drag as normal, but click the right mouse button where you want each copy (or press '+' on the numeric keypad).
- To move the object but not any fill applied to it, press and release '-' on the numeric keypad during the drag. This is very useful if you want to move an object with a bitmap fill and you do not want the bitmap to move.
- If you want to move the selected objects and for some reason you cannot drag them (for example if they are obscured by other objects), ensure the objects are selected, move the pointer anywhere on the page, press ALT+CTRL and drag. You can then release CTRL+ALT and move the objects as if you had dragged them normally.
- If you want to move objects to a precise position, see [Moving objects accurately](#).

### **Moving objects to the guides layer**

For [Drawing documents](#) you can create [objects](#) in the [guides layer](#) exactly as on other [layers](#).

You can move or copy existing objects to the guides layer using Cut-Copy-Paste. Pasting using CTRL+SHIFT+V (see [Pasting objects from the clipboard](#)) pastes the object in the same position it was Cut/Copied from (if the object was Cut or Copied in Xara X).

#### ■ **To create an object in the guides layer**

1. From the Utilities menu, choose Layer Gallery.
2. Click on the guides layer. (See [Creating the guides layer](#) if there is no guides layer.)
3. Create the object as normal.

#### **Tips**

- When objects are created in the guides layer or moved to it, only a dotted outline is shown.
- **Move To Layer in Front** and **Move to Layer Behind** skip over the guides layer. See [Moving objects between layers](#).
- Guidelines and guide objects are non-printing.

### **Moving points on shapes and lines**

When you are changing a [line](#) or a [shape](#) you can move [point handles](#) individually or several at a time. You can do this using the mouse, the controls on the [Shape Editor Tool Infobar](#) or with the keyboard.

#### **What do you want to do ?**

- [Move a single point on a line or shape](#)
- [Move several points on a line or shape](#)
- [Set the length or angle of a straight line segment](#)

#### **Tip**

- The Shape Editor Tool is the main line editing Tool in Xara X, but you can use the Selector Tool for simple line editing operations if [edit handles](#) have been enabled - see [Enabling edit handles](#).

### Moving several points on a line or shape

Once you have drawn a [line](#) or [shape](#), you can select a set of [point handles](#) on it and move them simultaneously.

- **To move several point on a line or shape**
  1. Select the line or shape (see [Selecting objects](#)).
  2. Choose the Shape Editor Tool or Pen Tool (or the Selector Tool, see tips).
  3. Select the point handles to be moved
  4. Either:
    - drag one of the selected handles. Hold down CTRL to constrain handle movement to multiples of the angle set in the General Options.
    - or alter the values in the center **Parameter Field** on the [Shape Editor Tool Infobar](#) and press RETURN.
    - or use the arrow buttons on the coordinate **Parameter Field** on the Shape Editor Tool Infobar (the center field).

### Tips

- You can use the Selector Tool in the same way if you have enabled edit handles. See [Enabling edit handles](#).
- You can move point handles using the cursor keys, see [Nudging objects and handles](#).

---

### Related Topics

[Point handles](#)

[Selector Tool](#)

[Pen Tool](#)

[Shape Editor Tool](#)

### **Moving text around a curve**

When you have [text on a curve](#), you may decide you want it in a slightly different position on the curve.

- **To move text around a curve**
  1. Select the text object (see [Selecting text objects](#)).
  2. Choose the [Text Tool](#).
  3. Drag either of the red text margin handles.

## Moving the page

Often you want to scroll the document around in the window so you can see different parts of it.

### ■ To move the page

1. Choose the Push Tool.
2. Move the pointer over the page and drag to slide the page around in the window.

### Tip

- You can also move the page using the scrollbars. See [Using scrollbars](#).
- If your mouse has a wheel, you can:
  - scroll the wheel to scroll up and down
  - or hold down SHIFT to scroll left (scroll the wheel up) or right (wheel down)
  - or hold the wheel down to slide the document around in the window.

### Movie

{button ,EF("XaraDemo.exe", "ZoomPan.avi Magnifying and Moving a Document",1,')} Magnifying and moving documents

---

{button ,KL('tools,push tool;Push Tool',0,`\_\_\_\_No\_Topics\_Found',')} Related Topics

### **Moving the ruler zero point**

It is often easier to measure objects if you align the 0,0 point of the rulers with the object.

- **To move the ruler zero point**

Drag the square shown at the intersection of the two rulers to the new 0,0 point. This also moves the grid origin so the divisions on the ruler always align with the grid.

#### **Tips**

- Moving the zero point on the rulers also moves the grid origin.
- You can move the origin more accurately in the Grid and Ruler Options.
- To reset the origin to the bottom left corner of the page, double click on the square at the intersection of the two rulers.
- If you turn on object snapping (Window menu) you can set the ruler origin exactly on the edge or corner of an object.

### Moving the star points on a star-shaped polygon

After creating a star shape using the QuickShape Tool, you can reshape it to make the stellations shallower or deeper.

■ **To move the star points on a star-shaped polygon.**

1. Select the polygon or starred QuickShape to select it
2. Choose the QuickShape Tool
3. Drag on one of the 'inner' handles. The handle moves to stay under the mouse pointer. To just move the point in and out, hold down CTRL and drag towards or away from the center. To just rotate the point, hold down CTRL and drag the handles radially.

**Tip**

- You can also change a starred polygon using the drop-down list on the [QuickShape Tool Infobar](#). Choose **Stellation radius and offset** from the list and change the values in the fields on the right. **Radius** sets how far outwards the star points are and **Offset** sets their rotation.

---

### Related Topics

[QuickShape Tool](#)

[QuickShapes overview](#)

[Polygons](#)

### Moving the transformation center

When you rotate an [object](#) or [skew](#) an object (using the [Selector Tool Infobar](#)) the rotation or skew depends on the position of the [transformation center](#). For example, if you want to rotate an object around its top left corner, you can move the transformation center to the top left corner of the object.

- - **To move the transformation center**
    1. Ensure you are using the Selector Tool.
    2. Change the [selection handles](#) to rotate/skew mode (see [Switching selection handle mode](#)).
    3. Drag the transformation center to a new position. If you hold down CTRL whilst dragging the center, it will be constrained to the nine points shown on the Transformation Center Grid on the Selector Tool Infobar.

#### Tip

- To move the transformation center quickly, just click on a square on the Transformation Center Grid on the Infobar to move the transformation center to a specific position on the selection.



---

#### Related Topics

[Rotating objects](#)

[Skewing objects](#)

### **Moving three color fill handles**

A [three color fill](#) is controlled by two [fill arrows](#) joined at the base with a line across their ends forming a triangle. To move all three handles, move the handle at the base of the arrows. You can move the other two handles independently.

- **To move three color fill handles**

1. Select the filled object. (see [Selecting objects](#)).
2. Choose the Fill Tool.
3. Drag one of the handles.

#### **Tips**

- To lock the angle between the arrows to 60 degrees, SHIFT-drag.
- To lock the arrow to the constrain angle, CTRL-drag. Also see, [Changing the constrain angle](#).
- You can move fill handles using the cursor keys, see [Nudging objects and handles](#).

---

#### **Related Topics**

[Three color fills](#)

[Fill Tool](#)

[Fills overview](#)

### **Moving three point transparency handles**

A [three point transparency](#) is controlled by two [transparency arrows](#) joined at the base with a line across their ends forming a triangle. To move all three points, move the handle at the base of the arrows. You can move the other two handles independently.

- **To move three point transparency handles**

1. Select the transparent object. (see [Selecting objects](#)).
2. Choose the Transparency Tool.
3. Drag one of the handles.

#### **Tips**

- To lock the angle between the arrows, SHIFT-drag.
- To lock the arrow to the constrain angle, CTRL-drag. Also see, [Changing the constrain angle](#).
- You can move transparency handles using the cursor keys, see [Nudging objects and handles](#).

---

#### **Related Topics**

[Three point transparency](#)

[Transparency Tool](#)

[Transparency overview](#)

## Moving transparency handles

You can move [transparency handles](#) to change to appearance of transparency.

### ■ To move a transparency handle

1. Select the transparent object.
2. Choose the Transparency Tool.
3. Drag the transparency handle to its new position.

### Tips

- If you hold down CTRL while you drag the handle its movement is constrained to 45 degree intervals.
- You can move transparency handles using the cursor keys, see [Nudging objects and handles](#).
- If you don't want to see transparency arrows when dragging ([interactive dragging](#)), press TAB during the drag.

---

### Related Topics

[Transparency Tool](#)

[Transparency overview](#)

- **Name Gallery (Utilities Menu) Ctrl+Shift+F9**

**Name Gallery** on the Utilities menu and the **Name Gallery** button opens or closes the Name Gallery. The button remains pressed in if the gallery is open.

## **Name Gallery - Apply Button**

■

Dimmed unless

- a Name is selected in the gallery,
- and there are selected objects in the document.

Apply the selected name (or names) to the selected objects. (Objects can have multiple names.) For more details see [Naming objects overview](#).

---

### **Related Topics**

[Name Gallery Overview](#)

## Name Gallery - Delete Button

■

Dimmed unless a Name is selected in the Name Gallery.

Delete this name from the Name Gallery and from any objects that use it. **Delete** does not change the appearance of objects. **Delete** is particularly useful where you have unused Names and you want to tidy the Name Gallery.

If you want to delete a name from objects but keep it in the Name Gallery use **Remove**.

---

### Related Topics

[Name Gallery Overview](#)

[Naming objects overview](#)

## Name Gallery - Export Button

Export

Reexport the selected [named objects](#). To select a named object for export click its name, not the circle to the left. (Clicking the circle selects the objects in the document, not the name in the gallery.) You can select multiple names by clicking the first name then CTRL-clicking the other names.

You can change the export options by selecting **Exports** from the drop down list - [more information on the options](#).

---

### Related Topics

[Name Gallery Overview](#)

[Batch export](#)

## Name Gallery - Intersect Button

### Intersect

Dimmed unless more than one item ([Name](#), Bitmap, Font, or Color) are selected in the Name Gallery. Select only those objects that use all the selected items. Deselect all other objects.

Note the difference between **Select** and **Intersect**. For example, if you select a Name and a Color:

- **Select** - selects objects that use either the Name, or the Color, or both.
- **Intersect** - selects only objects that use **both** the Name and the Color.

---

### Related Topics

[Name Gallery Overview](#)

### **Name Gallery - New Button**



Dimmed unless there is a selected object in the document.

Create a new Name and apply that name to the selected objects. For more details see [Naming objects overview](#).

---

### **Related Topics**

[Name Gallery Overview](#)

## Name Gallery - Pop-up Menu

Right-clicking on the [Name Gallery](#) opens a pop-up menu which contains the following options:

|                         |                                                                                                 |
|-------------------------|-------------------------------------------------------------------------------------------------|
| <b>Find</b>             | Lets you find items in the Gallery. For more details, see <a href="#">Searching a gallery</a> . |
| <b>Apply</b>            | Identical to the <a href="#">Apply Button</a>                                                   |
| <b>Remove</b>           | Identical to the <a href="#">Remove Button</a>                                                  |
| <b>Redefine</b>         | Identical to the <a href="#">Redefine Button</a>                                                |
| <b>Select</b>           | Identical to the <a href="#">Select Button</a>                                                  |
| <b>Intersect</b>        | Identical to the <a href="#">Intersect Button</a>                                               |
| <b>New</b>              | Identical to the <a href="#">New Button</a>                                                     |
| <b>Rename</b>           | Identical to the <a href="#">Rename Button</a>                                                  |
| <b>Delete</b>           | Identical to the <a href="#">Delete Button</a>                                                  |
| <b>Export</b>           | Identical to the <a href="#">Export Button</a>                                                  |
| <b>(Un)Fold Section</b> | Folds up or unfolds the current section                                                         |
| <b>Previous Section</b> | Moves to the start of the previous section                                                      |
| <b>Next Section</b>     | Moves to the start of the next section                                                          |

## Name Gallery - Properties List

Export properties 

Select from the list:

- [Exports properties](#)
- [Slicing properties](#)
- [Stretching properties](#)

---

### Related Topics

[Name Gallery Overview](#)

## **Name Gallery - Redefine Button**

■

Dimmed unless

- at least one Name is selected in the gallery,
- and there are selected objects in the document.

Remove the selected name from all objects in the drawing and then apply it to only the selected objects. For more details see [Naming objects overview](#).

---

### **Related Topics**

[Name Gallery Overview](#)

### **Name Gallery - Remove Button**



Dimmed unless a Name is selected in the Name Gallery.

Remove this name from the selected objects. The name remains in the Name Gallery, even if no objects use it.

If you want to delete a name from objects and from the Name Gallery use **Delete**.

---

### **Related Topics**

[Name Gallery Overview](#)

## **Name Gallery - Rename Button**

### **Rename**

Dimmed unless a single [Name](#) is selected in the Name Gallery.

Change the selected name. This has no effect on objects that use this name. For more details see [Naming objects overview](#).

---

### **Related Topics**

[Name Gallery Overview](#)

## Name Gallery - Select Button

Select

Dimmed unless an item (Name, Bitmap, Font, or Color) is selected in the Name Gallery.

Select all objects that use the selected item. Deselect all other objects.

Note the difference between **Select** and **Intersect**. For example, if you select a Name and a Color:

- **Select** - selects objects that use either the Name, or the Color, or both.
- **Intersect** - selects only objects that use **both** the Name and the Color.

---

### Related Topics

[Name Gallery Overview](#)

## Name Gallery - Export Properties

These options are used when export graphics as a series of slices - see [Image slicing overview](#).

▶ Displays a dialog box that lets you select the file format to export in. The file name is the same as the name in the Name Gallery. The destination folder you select here is ignored: all the sliced graphics must be in the same folder and so the destination folder is that selected when you export the slices. Note that clicking **Save** just stores the selected options; it doesn't save a bitmap. (That is done when you slice the image.)

**GIF** (Wording depends on the file format chosen.) Displays a second dialog box that lets you select number of colors etc. (The range of options depends on the file format you selected.) For more information on the available options, click **Help** on the dialog box. Click **Apply** to store the selected options.

---

### Related Topics

[Name Gallery Overview](#)

[Batch export](#)

### **Name Gallery - Extend dialog box**

To display this dialog box select **Stretching properties** in the drop-down list on the Name Gallery. Then click the arrow to the right of the Name you want to change the stretching options. (An example of where to use stretching is a button with text on it. You can make the button stretch as you add characters to the text. In this example, you would set stretching options for the button.) Both the object that stretches (the button) and the object that controls the stretching (the text) must be named objects.

From the list of Named objects select which names should control the stretching. (In the above example you would select the Name for the text.)

Next select what stretching actions you want. Options are **None**, **Extend** (stretch from the center of the object) and **Stretch** (stretch the complete object - has the same effect as stretching the object using the Selector Tool). An example of the difference between Extend and Stretch is a rectangle with rounded ends. Extend stretches the center of the rectangle; the corner radius is unchanged. Stretch elongates the entire rectangle and the round corners become elliptical.

---

### **Related Topics**

[Name Gallery Overview](#)

## **Name Gallery - Image Slicing Properties**

Slicing is useful when exporting large graphics for use on web pages. Instead of exporting a single large graphic, you can export the graphic in sections or "slices". The viewer then sees the image build up as each slice downloads.

A second use is where a graphic has large areas of flat color. These areas can be exported as slices containing only a few colors (which makes the file size smaller). Slices containing detail can be exported with more colors.

Lastly [navigation bars](#) automatically export as slices.

When you choose **Image slicing properties**, a check box to the right of object names shows those [named objects](#) that slice underlying objects.

---

### **Related Topics**

[Name Gallery overview](#)

[Image slicing overview](#)

[Creating Navigation Bars](#)

## Name Gallery overview

### ■ CTRL+SHIFT+F9

The Name Gallery gives you information about the current document. It lists:

- **Named objects** in the document - you can name objects using either the Name gallery or the [Selector Tool](#)
- **Fonts** used in the document - the [Text Tool](#) and [Font Gallery](#) control using fonts
- **Bitmaps** used in the document - note that these are bitmaps currently used in the document. The [Bitmap Gallery](#) lists both currently used and deleted bitmaps.
- **Named Colors** used in the document - note that only [Named Colors](#) are listed, not [Local Colors](#).

Against each item (name, font, bitmap, or color) you can see if the item is used in the current selection. See below for more details.

[Apply](#) Used to give names to objects

[New](#) Create a new name and apply it to the selected objects

[Select](#) Select the objects that have **any** of the selected items (name, bitmap, color, or color)

[Delete](#) Delete a name from the Name Gallery and from any objects using that name

[Export](#) Re-export the selected named objects

[Remove](#) Delete a name from any objects using that name but do not delete it from the Name Gallery

[Rename](#) Change the name shown in the Name Gallery

[Intersect](#) Select the objects that have **all** the selected items (name, bitmap, color, or color)

[Redefine](#) Change which objects use a name



[Properties](#) Display which properties are shown

### Against each item:

- No objects selected that use this item (name, font, bitmap, color)
- Some, but not all, objects that use this item selected.
- All objects that use this item selected.

(blank) Unused name.

### Using the Name gallery

You can use the Name Gallery in several ways:

- to check which items (fonts etc.) are used in the document
- to check which items are used in the selected objects
- to select the objects that use particular items. (For example to select all objects that use a particular Named Color.)
- to name objects for easy reference later

Many operations using the Name Gallery are more easily accessible using the [Name Gallery pop-up menu](#).

### Movies

{button ,EF("XaraDemo.exe",`EdNamGal Name Gallery - Editing Properties',1,`) } Editing properties in the Name Gallery

[Naming objects](#)

[Selecting objects using the Name Gallery](#)

### **Name Gallery - Stretching Properties**

You can use [Named objects](#) to stretch other named objects. An example is the text on a button. Both the text and the button are named objects with the text flagged as stretching the button. Then when you change the length of the text (for example by typing in more characters), the button automatically resizes to match.

When you choose **Stretching properties**, a check box to the right of object names shows those objects you want to stretch (like the button in the example above). The check box gives a quick way of switching stretching on and off without changing the stretching options.

 to the right of the check box shows if the stretching options are set up (solid arrow) or not (hollow arrow). Click the arrow to display the [Extend dialog box](#) which lets you set the options.

---

#### **Related Topics**

[Name Gallery Overview](#)

### **Name Layer Dialog Box**

The Name Layer dialog box lets you change the name for the layer. Type the name and click **OK**. For more details, see [Renaming layers](#)

**Note:**

Layers **MouseOff**, **MouseOver**, **MouseDown**, **Selected** and **BackBar** are used by the [Button & NavBar Tool](#). We do not recommend renaming these layers or creating layers with these names as this could affect [navigation bar](#) creation. For more information on bar creation see [Creating Navigation Bars](#).

### **Name Objects Dialog Box**

This dialog box lets you create a new name in the [Name Gallery](#) and assign that name to the [selection](#). Type the name and click **OK**. Naming objects has no effect on the appearance of the [document](#). For more details, see [Naming objects overview](#).

## Naming Objects Overview

You can optionally assign names to objects or sets of objects. You can then use the names to:

- record information about the objects, for example what they are used for.
- select the objects; this is particularly useful if the objects are widely separated in the drawing or in a complicated drawing. One click and you can select just those objects that share a name.
- selectively export parts of the document. This is particularly useful for web pages with complex graphics, which are often split into "slices" (or small parts) on the web page. Some slices are often flat color and can be exported from Xara X at lower quality than more complex parts. This can speed up downloading graphics to the web page.
- for linked stretching where one named object can automatically stretch another named object. For example, changing the text on a button can automatically change the width of the button.

### How to name objects:

You can use either:

- the Name Gallery: this lets you create, change, and delete names and change which objects names apply to.
- the New name button on the Selector Tool; this lets you add a new name to the selected objects. This lets you add a name to several objects at once.

### Note:

- Using the Button & NavBar Tool to convert objects to navigation bar buttons automatically names the objects. An example name is **Button1**.

### Movies

`{button ,EF("XaraDemo.exe",`EdNamGal Name Gallery - Editing Properties',1,`) }` Editing properties in the Name Gallery

---

### Related Topics

[Name Gallery](#)

[Selecting objects using the Name Gallery](#)

### NavBar Edit States Dialog Box

To open this dialog box click **Create/Delete States** on the [Button & NavBar Tool Infobar](#).

These options are used when creating [rollovers](#). Xara X always creates the [navigation bar](#) with the MouseOff state. [More information on rollover states](#).

**MouseOff, MouseOver, MouseDown, Selected:** selects the state you want to create or change.

**New state looks distinct** and **Create/Recreate:** used when creating or modifying rollover button states. See [Creating a rollover button state](#).

**Delete state:** used to delete a rollover button - see [Deleting a rollover button state](#). Note that deleting the MouseOff state deletes the entire navigation bar.

For more information on rollovers see [Creating Rollovers](#).

---

**{button ,KL('navigation bars',0,`\_\_\_\_No\_Topics\_Found`,`')}} Related Topics**

### NavBar Set New Design Dialog Box

This dialog box lets you change the design of buttons in a navigation bar. For a simple bar this changes all the buttons. For a rollover, it changes all the buttons for the selected state. You can always edit individual buttons in the regular way.

■ **To update a button design**

1. Select the design you want to use for the buttons - selecting navigation bar objects.
2. For rollovers select the button state you want to change. (Use the drop-down list on the Button & NavBar Tool Infobar.) For example to change the design of the MouseOver buttons, select **MouseOver** from the drop-down list.
3. Open this dialog box by clicking **Set new design** on the Button & NavBar Tool Infobar.
4. From the drop-down list select the Bar you want to change.
5. Click **Set design**.

---

{button ,KL('navigation bars',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

 **New (File Menu) CTRL+N**

**New** creates a new, blank document based on the template document.

Choose this menu item to create a new Drawing document. Display the submenu to select from any of the Template documents, including the Animation template. For more details, see Creating new documents.

### **New Named Color Dialog Box**

Selecting the shade option sets whether you want the new color to be a shade color of the color you select in the drop-down list (see Creating shade colors) or a normal color. If you do not select this option, the new named color will be a stand-alone color created as a copy of the color you select in the list. Once you have created the color you can change it to any type of named color you like.



### **New View (Window Menu)**

**New View** opens another view on the current document. Changes in one view are reflected in all others. The **Quality** setting (see [Changing the screen quality of documents](#)) can be different for different views. For more details, see [Opening another view on a document](#). **New View** is also available from the [View Pop-up Menu](#).

## **Nudging objects and handles**

You can move selected objects and handles small distances by using the four cursor (arrow) keys on the keyboard.

### ■ **To nudge an object**

1. Choose the Selector Tool.
2. Select the object (see Selecting objects).
3. Use the cursor keys to move the object.

### ■ **To nudge a handle**

1. Select the object.
2. Choose the relevant tool (for example, Fill Tool, Shape Editor Tool.)
3. Select the handle you want to nudge. (You can't move handles unless they are selected.)
4. Use the cursor keys to move the handle.

### **Modifiers**

- SHIFT-nudge moves ten times the normal nudge distance.
- CTRL-nudge moves five times the normal nudge distance.
- CTRL+SHIFT-nudge moves a fifth of the normal nudge distance.
- ALT-nudge moves by one pixel.
- ALT+SHIFT-nudge moves by ten pixels.

### **Tips**

- If you have several objects selected, you can select all the fill or transparency handles of a particular type (for example all end handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.
- You can change the nudge distance - see Changing the nudge size.

## OLE Overview

OLE provides a convenient way of incorporating Xara X drawings into suitable, OLE-compliant applications such as Microsoft Word. Another advantage of OLE is when you want to edit an embedded drawing. All you need do is double-click on the drawing in the Microsoft Word window. This loads the drawing into Xara X ready for you to edit it. When you finish, Xara X copies the drawing back to Microsoft Word keeping any custom values such as scaling. You can embed Xara X drawings into any OLE-compliant application.

### ■ **To embed a drawing into an application**

This describes how to embed a drawing into Microsoft Word (other applications will be similar).

- In Xara X copy part or all of the drawing to the clipboard. Then embed it into Microsoft Word using **Paste Special** on Word's Edit menu.
- Create the drawing in the usual way and save it to disk. You can then insert it into Microsoft Word by choosing **Object** on Word's Insert menu. Select the Create from File tab and select the name of the file.
- Create a new drawing from within Microsoft Word. Choose **Object** on Microsoft Word's Insert menu. Select the Create New tab. Click Xara X Document. This opens a new Xara X window ready for you to create your drawing. When you finish the drawing, choose **Exit and Return to Word** on the File menu in Xara X. This inserts the drawing into the Word document.

### Tip

- When you embed a Xara X document or Xara X objects in another program, the objects will look best when displayed at 100%. For example, if you embed some objects in a Microsoft Word document and then change the magnification in Word to 200%, the document will not look quite as good.

### ■ **To edit an embedded Xara X drawing**

Just double-click on the drawing in the application. This loads the drawing into Xara X ready for editing. When you finish editing, choose either **Close and Return to (application)** or **Exit and Return to (application)** on the File menu in Xara X.

## Xara X menus and OLE

The File menu changes slightly when you are viewing an embedded drawing:

- **Save** becomes **Update**. (The embedded drawing is automatically updated every 10-20 seconds. Update lets you update sooner if desired.)
- **Save as** becomes **Save Copy As**. You can use this option to save a copy of the document.
- **Exit** becomes **Exit And Return To (Application)**. Choosing this updates the embedded document in the application and closes Xara X
- **Close** is either dimmed (if the embedded document is the only document) or becomes **Close And Return To (Application)**. Choosing this updates the embedded document in the application (Xara X remains loaded in memory).

---

{button ,KL('scrap files',0,`\_\_\_No\_Topics\_Found`,`)} **Related Topics**

## Object Snapping Overview

Object snapping is a very powerful way of accurately aligning objects, lines and points on lines to any other object so they exactly touch. So, for example, if you want several lines to start at exactly the same point, or want a line to exactly join the edge of a circle, then using snap to objects is the answer. You can even use this to align the centers of objects and lock objects and handles onto the edge of the page.

When you drag an object with object snapping enabled, the point under the mouse pointer will snap to the nearest outline or any other 'point of interest' on any visible shape just as if it were magnetic. The 'point of interest' is the outline or any handle on the outline, and other positions such as the center of objects, it also includes the edges of the page.

For example, you can exactly align the corner of a square to the center of a circle by picking up the corner of square and dragging this near the center of the object. When the object has snapped, the mouse pointer will show a magnet and the magnet indicator on the Status Line (see [Status Line Overview](#)) will light up.

The snapping distance stays the same on screen no matter what zoom factor is used to view the drawing. So, if two potential guide objects are very close together and you have difficulty controlling which of them things snap to, zoom in on the two guide objects so that you can see the separation between them more clearly. You can then consistently snap to either object. For details on altering the magnetic snapping distances, see [Changing the magnetic snapping distances](#).

If you want to drag an object by a corner and lock the corner onto another object using object snapping, you may find that the handle moves, rather than the whole shape. To stop this happening, turn off [edit handles](#). See [Enabling edit handles](#). Edit handles are very useful as you can use the Selector Tool to change handles, so remember to turn them back on again.

Object snapping is enabled using **Snap to Objects** on the Window menu. See [Enabling object snapping](#).

### Movie

`{button ,EF("XaraDemo.exe","Magnet Object Snapping",1,"") } Using object snapping`

---

### Related Topics

[Object snapping](#)

[Guidelines overview](#)



### **Open (File Menu) CTRL+O**

Opens an existing document or file in a supported format in a new window. Xara X can open a wide variety of file formats, for a full list, see the List of Supported File Formats. For information on how to open files, see Opening documents from disk.

If you click on a PNG, BMP, GIF, JPEG, XAR or WEB file, you see a preview of it in the dialog box. (WEB files: you see a preview only if the file contains a preview - this is a Save option).

### **Opening another view on a document**

You can open more than one view on a document. This is useful so you can see different areas of the document in different views at the same time. You may also find it useful as you can have different settings for each view. For example you can set the Quality setting differently for each.

- **To open another document view**

1. Click on the document.
2. From the Window menu, choose **New View**.

### Opening documents from disk

When you want to edit a previous saved document, you must load it from disk.

#### ■ To open a document from disk

1. From the File menu, choose **Open**.
2. Browse to the folder containing the document file.
3. To display only particular file formats, choose from the **Files of type** list. (If in doubt, choose **All Files**.)
4. Double-click on the file.

#### Tips

- To open a document you have recently opened, choose the file name from the list at the bottom of the File menu.
- You can also drag-and-drop the file onto the program from the Explorer (or File Manager) or double-click on it. If you drop the file onto an existing document, it will be imported into that document. To open it, drop it onto a control bar.
- If you want to load a file into an existing document, use Import.
- You can also open files with the Clipart Gallery.
- If you click on a PNG, BMP, GIF, JPEG, XAR or WEB file, you see a preview of it in the dialog box. (WEB files: you see a preview only if the file contains a preview - this is a Save option).

### **Optimizing Xara X for your Internet connection**

Xara X's default settings give satisfactory download speeds over any type of connection from a slow modem to a fast ISDN connection. However for faster connections you can optimize Xara X to increase download speeds.

#### ■ **To optimize Xara X**

1. Display the Options dialog box by choosing **Options** on the Utilities menu.
2. Click on the Internet tab.

**Then.....**

#### **If you have a fast modem**

3. Select the speed option for your modem. If you are not sure about your modem, use the default setting.

#### **If you are connected over a network (LAN)**

3. Select **Dual ISDN or Better** for Connection Type.

#### **If you are behind a firewall**

3. This applies to corporate users. If in doubt, contact your System Administrator. If your browser works correctly but you cannot download Xara X clipart into the galleries, you may need to set up details of the proxy server. (This is unnecessary with Internet Explorer which automatically sets up the proxy server details.)

**Note:** Unless you are using Internet Explorer: you may need to set up details of the Proxy Server. Note that you must enter the Server **Name** not the numeric **IP address**. You can find out the server details by checking in the Internet section of your Browser. **Port** is the TCP-IP port number assigned on the server.

- **Options (Utilities Menu)**

- **CTRL+SHIFT+O**

**Options** on the Utilities menu brings up the Options dialog box. There are two types of option you can set:

- Program options
- Options for the current document

When options apply only to the current document, the section of the Options dialog box will show the document name (for example 'Grid options for map.xar'). The program options are saved when you finish using Xara X whereas the document options are saved with the document.

If you want to set the default options, see [Changing the template document](#).

The options are divided into the following sections:

- [General Options](#)
- [Grid and Ruler Options](#)
- [Internet Options](#)
- [Mouse Options](#)
- [Page Options](#)
- [Plug-in Options](#)
- [Scaling Options](#)
- [Tune-ups Options](#)
- [Units Options](#)
- [View Options](#)

## ■ Output Options

To open the Output Options, choose **Print Options** from the File menu and click on the Output tab. These options control what is printed and how it is printed. For information on printing, see the [Printing Overview](#).

### Print layers

Only foreground layers are printed - background layers are never printed. You can choose to print what you see on screen (**Visible foreground layers**), or to print all foreground layers, regardless of whether they are visible or not (**All foreground layers**).

### PostScript language level

This option controls the type of PostScript sent to your PostScript printer. You can use **Automatic** (PostScript that will work with Level 1 or Level 2 printers), **Level 1** or **Level 2**. See the [Printing Overview](#) for more details.

### Print As

This option controls how Xara X prints a document. You can use **Normal** printing (a combination of normal printing and bitmaps for transparent areas), **Bitmap** or **Anti-aliased Bitmap**. The last two print the document by creating one large bitmap of it. See the [Printing Overview](#) for more details. If you are producing imageset separated output, always select **Normal** or **PostScript** printing. If you select either of the bitmap options, all colors are color corrected and spot colors output to CMYK. Also, no [printers marks](#) are output. For more details on imagesetting see the [Imagesetting Overview](#).

### Transparency resolution

Xara X's [transparency](#) effects are created using [bitmaps](#). This option controls the resolution of those bitmaps when sent to the printer. **Automatic** is suitable for most drawings. Xara X then automatically selects a resolution suitable for the current printer.

### Resolution of other bitmaps:

- Bevels and Shadows: this is controlled by [View](#) in the [Options](#) dialog box.
- Bitmaps created using **Create bitmap copy**: this is controlled by [Bitmap size](#) in the [Create Bitmap](#) copy dialog box.

### Fill Quality

Dimmed for PostScript printers.

Using this option you can choose how many steps make up the graduated fills in your document when it is printed. The **Normal** setting is suitable for most purposes. See the [Printing Overview](#) for more details.

### Text Options

If you set the **Print All Text as Shapes** option, all text will be converted to simple shapes before the document is sent to the printer. See [Printing text](#) for more details.

- **Overprint Fill (Utilities Menu)**

This setting is used for multicolor jobs that will be commercially printed. Setting this attribute prints the object over the top of any underlying ink colors. Its main use is when printing black text on colored backgrounds. See the [Overprinting Overview](#) or [Overprinting objects](#) for more details.

**Overprint Fill** is also available on the pop-up menu when you right-click on an object.

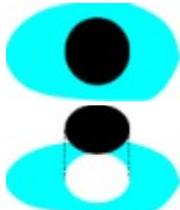
- **Overprint Line (Utilities Menu)**

This setting is used for multicolor jobs that will be commercially printed. Setting this attribute prints the line over the top of any underlying ink colors. Its main use is avoiding mis-registration problems with printing presses. See the [Overprinting Overview](#) or [Overprinting objects](#) for more details.

**Overprint Line** is also available on the pop-up menu when you right-click on an object.

## Overprinting Overview

If you are producing color documents that will be printed on litho printing presses, you will often find overprint useful. Printing presses are mechanical devices with the inevitable slight misalignments when they are running. Overprinting lets you overcome these misalignments. For example, your job may have a black circle on a cyan background. When the document is imageset, the circle appears on the black separation and the cyan separation has a non-printing area under the circle. (The technical term is that the circle 'knocks-out' the background.) The knock-out is the same size as the circle.



If the two plates do not line up exactly during printing, the circle will slightly offset from the knock-out. The technical term is that the printing is 'out of register'. A small white gap appears at one edge. (Exaggerated in this example but even thin lines can be noticeable with dark colors.)



Overprinting compensates for this. Use overprinting with care. Overprinting large areas can flood the printing press with excess ink. Xara X has two type of overprint:

### Ink level

Generally used for black ink (which is relative opaque). Underlying colors are not knocked out and black ink is simply printed on top. Less opaque inks may show a color shift when overprinted. For example, magenta and yellow overprinted give red. Xara X has two ink level overprint options:

1. overprint everything, including tints, in the specified ink color. Objects in other colors do not knock-out on this plate. Set in the [Separations Options](#).
2. overprint solid black (everything over 95% Key). Set in the [Imagesetting Options](#).

### Object level

You can separately specify overprint for the line and fill colors. Right-click on the object to open the pop-up menu. Then choose **Overprint line** or **Overprint fill** from the Imagesetting submenu.

To cancel object level overprint, click again on **Overprint line** or **Overprint fill**.

Overprinting the fill is most commonly used to overprint dark colored text on a light background.

Overprinting the line is the normal way of avoiding mis-registration. The print shop can tell you the tolerance to allow (usually 0.5pt to 1pt). If you add a 1pt line to the black circle and set it to overprint, it extends onto the background by 0.5pt. The line color depends on the background and object colors. Unless you want a specific line color, set the line to the lighter color (Cyan in this case.) The illustration uses a red line around part of the circle so you can see it.



Note that you can only check overprint by examining the films produced by the [service bureau](#). Ordinary desktop printers ignore any overprint settings.

---

### Related Topics

[Imagesetting](#)

[Printing](#)

## Overprinting objects

Overprint can be used in multicolor work that will be litho-printed. See the [Overprinting Overview](#) for details of when overprinting is useful.

### ■ To apply overprint to an object

This is the most useful form of overprint.

1. Select the object (see [Selecting objects](#)).
2. On the Utilities menu open the Imagesetting submenu then choose either

- Overprint Fill
- Overprint Line

Overprinting the fill is most commonly used to overprint dark colored text. Overprinting the line overcomes possible mis-registration problems. See the [Overprinting overview](#) for more information on mis-registration. To cancel object overprint, click **Overprint Fill** or **Overprint Line** to unselect.

### ■ To overprint everything in a separation

This overprints everything in a particular ink color. It is rarely useful.

1. From the File menu, choose **Print Options**.
2. Click on the Separations tab.
3. Click on the ink name.
4. Click **Properties**. This opens a dialog box with options for that ink.
5. Select **Overprint this ink**.

### ■ To overprint solid black

This overprints everything that is 95-100% solid color on the Black separation.

1. From the File menu, choose **Print Options**.
2. Click on the Imagesetting tab.
3. Select **Always Overprint Black**.

## Tips

- Do not apply overprint to large areas as this can flood the printing press with too much ink.
- Black ink is relatively opaque and overprints well. Other ink colors can show a color shift when overprinted.

---

{button ,KL('imagesetting,overview;',0,`\_\_\_\_No\_Topics\_Found`,`')}} **Related Topics**

### **PCX Export Dialog Box**

The PCX export bitmap dialog box is opened by selecting **PCX** as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. For details of how to create a PCX file, see [Creating PCX files](#).

- [Bitmap Size](#)
- [Color Depth](#)
- [Area to Save](#)
- [Palette](#)
- [Dithering](#)

### **PICT Export Dialog Box**

The PICT export bitmap dialog box is opened by selecting **PICT** as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. For details of how to create a PICT file, see [Creating PICT files](#).

- [Bitmap Size](#)
- [Color Depth](#)
- [Area to Save](#)
- [Palette](#)
- [Dithering](#)

## PNG Export Dialog Box

The PNG export bitmap dialog box is opened by selecting **PNG** as the exported file format from the Export dialog box. With it, you can set the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. In addition Xara X also allows PNG files to contain simple transparency and interlacing. For details of how to create a PNG file, see Creating PNG files.

- [Preview boxes](#)
- [Palette Options](#)
- [Bitmap Options Tab](#)
- [Bitmap Size Tab](#)
- [Image Map Tab](#)
- [Browser Preview](#)
- [Export/Apply Button](#) (see Note)

### Exporting from the Bitmap Gallery

If you export a bitmap using the **Save** button in the Bitmap Gallery, only one tab will appear because you can only change the basic bitmap settings. You cannot for instance resize it. If you need more options, select the bitmap in the document and use **Export** on the File menu.

### Note

This button reads **Apply** when setting options in the Name Gallery (because you are setting options prior to Exporting a sliced image). Otherwise it reads **Export**.

---

{button ,KL('PNG files',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## ■ Page Options

Choose **Page Options** from the File menu .

You can also access them by right-clicking on the page to open the pop-up menu and choosing **Page Options**. These options control how your document appears on the screen.

### Summary Line

This line displays the same information as in the normal Print dialog box - probably the most useful piece of information is how many pages will fit onto the piece of paper when printed.

### Paper Size

The paper size setting sets the paper size used for the current document.

|                              | <b>Centimeters</b> | <b>Inches</b> |
|------------------------------|--------------------|---------------|
| <b>A0</b>                    | 84.0x118.8         | 33.07x46.77   |
| <b>A1</b>                    | 59.4x84.0          | 23.39x33.07   |
| <b>A2</b>                    | 42.0x59.4          | 16.54x23.39   |
| <b>A3</b>                    | 29.7x42.0          | 11.69x16.54   |
| <b>A4</b>                    | 21.0x29.7          | 8.27x11.69    |
| <b>A5</b>                    | 14.85x21.0         | 5.85x8.27     |
| <b>A6</b>                    | 10.5x14.85         | 4.13x5.85     |
| <b>US Legal</b>              | 35.56x21.59        | 14.0x8.5      |
| <b>US letter</b>             | 27.94x21.59        | 11x8.5        |
| <b>International Fanfold</b> | 30.48x20.95        | 12x8.25       |

To set a size not shown in the drop-down list, choose **Custom** and enter the required values in the **Width** and **Height** fields.

For details of how to change the paper size, see [Changing the paper size](#). For details of changing the paper size for all new documents, see [Changing the default paper size](#).

### Orientation

These two buttons allow you to control whether the paper is displayed so that its longest side is vertical (**Portrait**) or horizontal (**Landscape**). When you come to print the drawing you will have to choose how to fit the drawing onto the paper and the [Print Layout Options](#) contain controls which allow you to do this.

### Outer Margin

This value sets the size of the margin, or [pasteboard](#), around the page. For more information, see [Changing the size of the pasteboard](#).

### Double Page Spread

You can create a document consisting of two pages, called a double page spread. This option adds a second page to your document. See [Creating a double page spread](#) for more information.

### Bleed

This setting determines the bleed-off around your document. For information about setting the bleed, see [Changing the bleed setting](#).

### Show Page Shadow

This option sets whether a shadow is displayed under the page. See [Hiding the page shadow for more details](#).

## Painting with bitmaps

By combining bitmap fill, transparency and brush stroking you can create the effect of a bitmap painted onto the page. Because the brush is semitransparent, you can make parts of the painting semi-opaque.

### ■ To paint with a bitmap

There are several distinct steps.

#### First step: create the brush design

1. Draw the object you want to use as the brush. A circle is the easiest shape to use - [Drawing a circle](#).
2. Make the line around the edge of the object invisible - [Changing a line color](#).
3. Fill it with the bitmap you want to use - [Applying a bitmap fill](#).

If necessary [scale the bitmap](#) to the size you want.

Make sure that [Fill Tiling](#) is set to Repeating tile or Repeat inverted (depending on which suits the bitmap you are using).

4. Give the object a circular transparency - [Applying a circular transparency](#).  
Make the outer edge of the transparency 100% transparent - [Changing the transparency levels](#).  
Make the center of the transparency partially transparent. We recommend 70-80% transparent.

#### Second step: make it into a brush

1. Select the Freehand & Brush Tool.
2. Click **Create Brush**.
3. Give the brush a name. You can use any unique name.
4. Click **OK** to create the brush.

#### Third step: painting with the brush

1. Select the Freehand & Brush Tool.
2. If you have just created a brush it is already selected. If not, select it from the [brush drop-down list](#).
3. Draw a freehand line by dragging the mouse pointer over the page - [Drawing a freehand line](#).  
To make areas less transparent drag the line back over the area. This gives overlapping brush patterns and a more opaque result.
4. After drawing the line you can edit it if required.

#### Note:

- If you want to change the bitmap used for painting, you need to create a new brush. (You cannot change the bitmap used in an existing brush.) Repeat the First and Second steps to create a brush with the new bitmap. Next select the line and then select your new brush from the [brush drop-down list](#).

---

`{button ,KL('line',0,'`,`')}` **Related Topics**

- **Paste (Edit Menu) CTRL+V**

**Paste** copies objects from the clipboard into the center of the current view in the current layer. The objects may originally have come from the same document, they may have come from another document loaded in Xara X or they may even have come from another document in another application. If the clipboard contains text, paste will place the text at the text cursor or overwrite the selected region (as appropriate). For more details, see Pasting objects from the clipboard.

**Tips**

- You can paste an object into a document quickly by right clicking on the document to open the pop-up menu and selecting **Paste**.
- The Paste menu item displays a brief description of what will be pasted. For example **Paste bitmap**.
- You can also use the key shortcut SHIFT+Insert to paste objects from the clipboard.

■ **Paste Attributes (Edit Menu) CTRL+SHIFT+A**

This option lets you copy attributes (such as the line pattern or fill color) between objects. It is a quick way of applying multiple attributes. When you choose **Paste Attributes**, the attributes of the objects on the clipboard are applied to all the objects currently selected. The objects remain on the clipboard until overwritten by, for example, a Cut or Copy operation so you can repeat Paste Attributes many times.

---

{button ,KL('pasting',0,`\_\_\_\_No\_Topics\_Found`,`')} Related Topics

### Paste Special Dialog Box

If when you Paste with data on the clipboard from another application and there is more than one format that the data could be transferred as, the Paste Special dialog box will appear giving you a chance to choose the specific format that you require Xara X to import. The highlighted format (always the top item in the list) is the one which is considered the "best" format to paste.

Choose the format which you prefer to paste, and then click the **Paste** button. Alternatively, you may click **Cancel** to cancel the paste operation entirely.

#### Note

- Once you have pasted something into a document, the pasted data is remembered in order to make subsequent pastes faster (as importing some clipboard data formats can take some time). This means the Paste Special dialog box will not appear again until you copy new data to the clipboard from another application.

---

**{button ,KL('pasting',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics**

- **Paste at Same Position CTRL+SHIFT+V**

**Paste at Same Position** is identical to the normal Paste, but it pastes the clipboard contents into the same X-Y position on the page as they were cut or copied from. This is useful for moving items between documents or moving between layers. (This applies only to objects cut or copied from Xara X.)

**Pasting from Other Applications**

Occasionally, when pasting into Xara X from another application, the data you are pasting can be transferred in several different formats. For example, text copied from Microsoft Word can be pasted as "unformatted text", or as a "Windows metafile picture". If this is the case, the Paste menu items will read Paste... and selecting it will open the Paste Special dialog box so you can choose how you want to transfer the data.

---

{button ,KL('pasting',0,`\_\_\_\_No\_Topics\_Found`,`')}} **Related Topics**

### Pasting attributes from the clipboard

You can apply the attributes of the contents of the [clipboard](#) to objects like this:

- **To apply attributes from the clipboard**

1. Select the objects to apply the attributes to.
2. From the Edit menu, choose **Paste Attributes**.

#### Tips

- **Paste Attributes** only applies attributes which are identical on all objects on the clipboard. So for example if the clipboard contained objects with different fill colors, Paste Attributes would not affect the fill color of the selected objects when chosen.
- You can set the [current attributes](#) using this method. Just don't select any objects before you click **Paste Attributes**.

---

`{button ,KL('pasting',0,`____No_Topics_Found`,`')}` **Related Topics**

### **Pasting objects from the clipboard**

You can put the contents of the [clipboard](#) into a document.

- **To paste objects from the clipboard**

From the Edit menu, choose **Paste**.

The objects will be placed in the center of the document window.

#### **Tips**

- If you want to paste the objects in the same place you cut or copied them from, press CTRL+SHIFT+V (Paste at same position).
- You can use copy, cut and paste to move objects between documents and programs.
- Sometimes when you paste the contents of the clipboard into a document, it could be inserted using several different formats. If this is the case the Paste Special dialog box will appear so you can choose a format.

---

`{button ,KL('clipboard',0,`___No_Topics_Found`,`)}` **Related Topics**



## Pen Tool SHIFT+F5

The Pen Tool is an alternative way of creating lines and shapes. We recommend using the Shape Editor Tool as it lets you create and edit lines using the same tool. The Pen Tool operates in exactly the same way as equivalent tools in other programs such as CorelDRAW or Adobe Illustrator. If you are familiar with such programs, you may prefer to use this tool to draw lines and shapes. To find out more about lines and shapes, see the [Lines and Shapes Overview](#).

### Pen Tool Operations

[Drawing a line](#)

[Drawing a shape](#)

[Extending lines](#)

[Changing curved lines and shapes](#)

[Breaking lines and shapes apart](#)

### Movies

{button ,EF("XaraDemo.exe", "PenDraw Drawing Lines and Shapes with the Pen Tool", 1, `) } Drawing lines with the Pen Tool

{button ,EF("XaraDemo.exe", "PenEdit Editing Lines and Shapes with the Pen Tool", 1, `) } Editing lines with the Pen Tool

### PhotoCD Import Dialog Box

When you open or import a [PhotoCD](#) file you will be presented with this dialog box which allows you to choose which resolution you would like to load. For details on loading PhotoCD files and adding PhotoCD's to galleries, see [Importing PhotoCD files](#).

PhotoCD files contain up to six versions of the image at differing resolutions, these are defined by Kodak as:

| <b>Name</b>    | <b>Resolution</b> | <b>Memory Required</b> |
|----------------|-------------------|------------------------|
| Base/64        | 96x64             | 24Kb                   |
| <b>Base/16</b> | 192x128           | 96Kb                   |
| <b>Base/4</b>  | 384x256           | 384Kb                  |
| <b>Base</b>    | 768x512           | 1.5Mb                  |
| <b>Base*4</b>  | 1536x1024         | 6Mb                    |
| <b>Base*16</b> | 3072x2048         | 24Mb                   |

Base/64 is used for small 'thumbnail' previews of the image. You cannot load Base/64 images into Xara X.

**"You must make a selection.." error message**

The plug-in is asking for a feature not supported by Xara X.

**Wrong number of display colors**

Some plug-ins require hi-color (32,000 or more colors) displayed on your monitor. This is a function of the plug-in and beyond the control of Xara X. You can use the Windows Control Panel to change the number of colors. Check the documentation supplied with your monitor for the correct settings.

**Plug-in isn't 32 bit**

The plug-in is the older 16-bit type and not 32-bit, which is the modern standard. Xara X works with 32-bit plug-ins only. Check with the supplier of the plug-in to see if they have a 32-bit version.

**Plug-in had a problem**

This error message has two main causes:

- The plug-in requires features not supported by Xara X.
- The plug-in does not work with your operating system. This applies particularly to Windows NT 4. Contact the supplier of the plug-in to see if they have a later version.

**Final bitmap is black and white**

This can happen when modifying grayscale bitmaps. The plug-in thinks that it has changed the colors but saves the bitmap out as grayscale. This is a function of the plug-in and beyond the control of Xara X.

**No new bitmap in the Bitmap Gallery**

This happens when the settings you selected in the plug-in do not alter the bitmap. There is no need for Xara X to create a new bitmap as nothing has changed.

**Object is not a bitmap**

You can convert any part of your drawing to a bitmap. See [Creating bitmaps from objects](#).

## Plug-ins Options

This dialog box lets you add and remove folders of bitmap effect plug-ins. See [Bitmap effects plug-ins](#) for more details.

**New** - see [Installing plug-ins](#)

**Download plug-ins** - click this to connect to Xara's web site.

**Remove** - see [Removing plug-ins](#)

**Search for Plug-ins at Program Startup** - when selected, Xara X scans the listed folders for suitable plug-ins when the program starts up. This adds a few seconds to the start-up time. If you prefer not to have this slight delay, deselect this option. The scan is then done when you click on [Bitmap Effects & Plug-ins](#) on the Utilities menu for the first time.

## Plug-ins Troubleshooter

This page lists some common problems with plug-ins. You can also try the documentation supplied with the plug-in.

### What's the problem?

{button ,JI('','Plug\_ins\_troubleshooter\_32bit')} A message tells me the plug-in isn't 32-bit.

{button ,JI('','Plug\_ins\_troubleshooter\_256\_colors')} An error message tells me either my monitor is 256 colors or that this plug-in requires 16/24-bit color screen modes.

{button ,JI('','Plug\_ins\_troubleshooter\_error\_message')} An error message tells me the plug-in had a problem.

{button ,JI('','Plug\_ins\_Troubleshooter\_No\_Selection')} An error message tells me "You must make a selection so this filter will know where to work".

{button ,JI('','Plug\_ins\_troubleshooter\_mono')} The preview appeared colored but the final bitmap is black and white.

{button ,JI('','Plug\_ins\_troubleshooter\_no\_new\_bitmap')} I've used a plug-in but there's no new bitmap in the Bitmap Gallery.

{button ,JI('','Plug\_ins\_troubleshooter\_not\_bitmap')} I want to apply a plug-in effect to part of my drawing but it is not a bitmap.

Our technical support staff cannot advise on specific plug-in problems.

### Point Handle Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a point handle, it contains the following options:

- Shape Editor Tool  
-----
- Change to lines
- Change to curves  
-----
- Delete points
- Break at points  
-----
- Select all points
- Deselect all points

---

{button ,KL('pop-up menus',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics

## Pop-up Menus Overview

Many commonly used Xara X functions can be found on the pop-up menu which appears when you right-click on a document. Note that you can configure the mouse's right-button click to do other things if you prefer. See [Mouse Options](#) for more details. Pop-up menus are also available in other areas of Xara X. When you right-click on an object the pop-up menu offers options for that object and options about objects in general. Note that right-clicking on an unselected object selects it as well as popping up a menu.

Right-clicking on:

- **blank area of the page** displays the [View pop-up menu](#)
- **line or shape** displays the [Line and Shape pop-up menu](#)
- **QuickShape** displays the [QuickShape pop-up menu](#)
- **blend** displays the [Blend pop-up menu](#)
- **mold** displays the [Mold pop-up menu](#)
- **text object** displays the [Text pop-up menu](#)
- **bitmap** displays the [Bitmap pop-up menu](#)
- **point handle** displays the [Point Handle pop-up menu](#)
- **guideline** displays the [Guideline pop-up menu](#)
- **ruler** displays the [Ruler pop-up menu](#)
- **shadow** displays the [Shadow pop-up menu](#)
- **bevel** displays the [Bevel pop-up menu](#)
- **contour** displays the [Contour pop-up menu](#)
- **Clipart Gallery** displays the [Clipart Gallery pop-up menu](#)
- **Font Gallery** displays the [Font Gallery pop-up menu](#)
- **Fill Gallery** displays the [Fill Gallery pop-up menu](#)
- **Frame Gallery** displays the [Frame Gallery pop-up menu](#)
- **Layer Gallery** displays the [Layer Gallery pop-up menu](#)
- **Color Gallery** displays the [Color Gallery pop-up menu](#)
- **Bitmap Gallery** displays the [Bitmap Gallery pop-up menu](#)
- **Name Gallery** displays the [Name Gallery pop-up menu](#)

## Pressure sensitivity and brushes

Brushes let you apply patterns to lines and the outlines of shapes. If you have a pressure sensitive input device (such as a graphics tablet), you can give the brush design either variable transparency or variable sizing (or both). Even if you don't have a graphics tablet you can use stroke shapes to simulate the pressure sensitive effect.

### ■ Using a graphics tablet

1. Select the Freehand & Brush Tool.
2. From the **Select brush** drop-down list select the brush design you want to use (see Notes).
3. Draw the line - more details.

#### Note:

- The default brushes have either transparency or sizing controlled by pressure. (The exception is **Normal line** which is used to remove any applied brush stroke.)
- You can change how much sensitive the brush is to pressure. You can also change whether pressure controls size or transparency (or both) - see Editing brushes.

### ■ Using stroke shapes

1. Draw the line using any of the drawing tools - see Drawing lines.
2. Select the Freehand & Brush Tool.
3. From the **Select brush** drop-down list select the brush design you want to use (see Notes).
4. From the **Select stroke** drop-down list select the stroke shape/pressure profile you want to use.

#### Note:

- The default brushes have either transparency or sizing controlled by pressure. (The exception is **Normal line** which is used to remove any applied brush stroke.)
- You can change how much sensitive the brush is to pressure. You can also change whether pressure controls size or transparency (or both) - see Editing brushes.
- Using a stroke shape overrides any pressure information from a graphics tablet.

### Movie

{button ,EF('xarademo.exe', 'Pressure Pressure sensitivity',1,'')} Pressure sensitivity

---

### Related Topics

Line

Brushes

Stroke shapes

**Preview All Frames (Utilities Menu)**

This option is dimmed for [Drawing documents](#).

Choose this item to preview your animation. The Animation Preview dialog box will open and you can start and stop the animation to see what it looks like. For more details, see [Previewing animated GIF files](#).

---

**Related Topics**

[Frames](#)

[Animated GIF files](#)

- **Preview Animation in Browser (Utilities Menu)**

This option is dimmed for [Drawing documents](#).

Choosing this item creates an animated GIF files from the [frames](#) in your document and opens it in your web browser so you can see what it looks like. For more details on how to preview animations, see [Previewing animated GIF files](#).

---

**Related Topics**

[Frames](#)

[Animated GIF files](#)

### Preview Dialog Box

This dialog box has two functions:

- previewing frames and animations in [Animation documents](#). For more details, see [Previewing animated GIF files](#).
- previewing selected bitmaps in the Bitmap gallery



**Play** Cycle through the selected bitmaps in the Bitmap Gallery or run the animation. (Dimmed if a single bitmap or frame is selected.)



**Stop**



**Previous** Display the previous bitmap or frame in the animation. (Dimmed if a single bitmap or frame is selected.)



**Next**

Display the next bitmap or frame in the animation. (Dimmed if a single bitmap or frame is selected.)



**Slider** While an animation is running this shows progress through the animation. You can also drag the slider to move to any of the frames.



**Refresh** (Dimmed if displaying bitmaps in the Bitmap gallery.) If you change your drawing, click this button so the animation is updated.

**Name**

Displays the name of bitmap or frame currently shown in the Preview window.

## Previewing animated GIF files

As you build up the [frames](#) for your animated GIF, you can see what the animation will look like using the Animation Preview dialog box or in your web browser.

### ■ To preview an animated GIF

1. Create your animation.
2. From the Utilities menu, choose **Preview All Frames** or **Preview Animation in Browser**.

### Tips

- When you open the Preview window there is a few seconds delay while Xara X creates the bitmaps that make up the animated GIF. There may be a similar delay after you click Refresh.
- The preview window always shows the Animated GIF for the current document. If you change documents the Preview window shows a cross until you click the Play button.
- Display pauses if you drag objects in the main document window. This avoids jerkiness in the animation during dragging.

## Movies

{button ,EF("XaraDemo.exe",`AniGIF Animated GIFs',1,`) } Creating Animated GIFs

---

{button ,KL(`animated GIF files',0,`\_\_\_\_No\_Topics\_Found',`)} Related Topics

## Previewing bitmaps

For fast download over the web, graphics need to be kept small. This often means selecting different options until you find the best combination. Xara X speeds up this process by letting you quickly preview what the exported bitmap will look like.

- Previewing in Xara X - this is useful when trying different combinations of settings, particularly for formats that let you define the number of colors.

- Previewing in a browser - how your graphic will look when downloaded over the Internet. The final test.

- **To preview a bitmap**

1. Choose **Export** on the File menu.
2. Enter the file name and select the required file format
3. Click **Save** to open the Export dialog box.
4. Set the required options. The preview automatically updates.
5. If required, you can change the options.
6. When you get the required results, click **Export** to save the bitmap to disk.

You can repeat this as many times as required. As new options give better results, swap between the two previews by clicking on them. Xara X remembers the settings associated with each preview, so you can experiment without losing the settings that give the best results.

- **To preview in a browser**

1. Choose **Export** on the File menu.
2. Enter the file name and select the required file format
3. Click **Save** to open the Export dialog box for that file type.
4. Click the Browser Preview tab.
5. Click **Browser preview** to view the image in your browser.

With **Show all previews in browser** select, any changes you make in this dialog box, automatically updates the preview in the browser.

For more information on the options on this tab, click the Help button on the Bitmap Export dialog box.

### Previewing bitmaps in a browser

You can preview [bitmaps](#) in a web browser. This is a useful final check as browsers sometimes display bitmaps slightly differently to Xara X.

- **To preview a bitmap before export**

1. In the Export dialog box, click the **Browser preview** tab.
2. Select the required options - [more information](#).
3. Click the **Browser preview** button to display the bitmap in your default browser.

- **To preview navigation bars**

**Because navigation bars comprise several bitmaps and some HTML code, you must save them to disk before previewing them.**

**After saving the navigation bar to disk, you are asked if you want to view the bar in your browser.**

---

{button ,KL('bitmaps',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics



### **Previous Zoom CTRL+R**

This option takes you back to the last zoom magnification. It is a very useful way to switch between two magnifications. For more details, see [Returning to the previous zoom](#).

▪ **Print (File Menu) CTRL+P**

The Print dialog box is where you control the printing of a [document](#) (see [Printing documents](#)). It displays basic information on the printer and how the drawing will be printed. If you want to change settings for your printer, click the **Printer** button. If you want to change how Xara X will print your drawing, press the **Options** button. For more information about printing, see the [Printing Overview](#). If you have problems printing with Xara X, click the **Problems?** button to open the Printing Troubleshooter.

- [Print Objects](#)
- [Print Pages](#)
- [Copies](#)
- [Collate Copies](#)
- [Print To File](#)
- [Print](#)
- [Options](#)
- [Printer](#)

At the bottom of the dialog box is a brief description of how the document will be printed:

- Layout type - Best Fit, Multiple Fit or Custom Fit (see [Print Layout Options](#)).
- The scaling to be used - 100% means print at normal size, 50% means print half size, 200% means print at twice the normal size.
- The orientation - Upright or Sideways.
- How many pages will fit onto the paper with the current settings.

---

`{button ,KL('print borders: showing',0,`____No_Topics_Found`,`')}` **Related Topics**

**Print Dialog Box - Collate Copies Option**

This option is dimmed except when printing multiple copies of a double page spread as two separate pages. With this option selected, pages are printed as left-right-left-right... etc. With this option deselected, all the left-hand pages are printed, followed by all the right-hand pages. Printers that hold a page in memory (such as PostScript printers) take some time to process the image. The printer can then print multiple copies at its maximum speed. For such printers it is often faster to manually collate the pages after printing.

**Print Dialog Box - Copies Field**

This option specifies how many copies of the drawing will be printed. Note that some printers, such as Laser printers (or similar page printers) can support multiple copies of a page directly, whereas other printers, such as ink jet printers, cannot, and must be sent multiple copies of the drawing by Xara X. This means that you may run out of disk space if you print many copies to a printer that does not support this option directly.

### Print Dialog Box - Options Button

This button opens the Options dialog box showing only the printing options.

- [Imagesetting Options](#)
- [Print Layout Options](#)
- [Output Options](#)
- [Separations Options](#)

---

{button ,KL('printing',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

**Print Dialog Box - Print Button**

Clicking this button will print the current document using the settings you have chosen.

### **Print Dialog Box - Print Objects Options**

These options are available when any [objects](#) in the document are selected. You can choose whether to print all the objects in the document, or to print only those objects that are selected (see [Selecting objects](#)). When you print selected objects, this means that the selected objects are printed, not that all the objects within the bounds of the selection are printed.

Objects in the background layers and the [guides layer](#) never print. See the [Layer Gallery Overview](#) for more details.

**Print Dialog Box - Print Pages Options**

If your document is a Double Page Spread (DPS) then you can control which page or pages are printed. You can print the left page, the right page, or both pages.

**Print Dialog Box - Print To File Option**

If this is enabled, then the print job will not be sent to the printer, but will be diverted to a file instead. When you initiate the print by clicking on the print button, Xara X will prompt you for the name of the file to redirect the print job to. This option is most useful when used in conjunction with PostScript printers, as it enables you to produce a PostScript print file that can then be sent to a typesetter.

**Print Dialog Box - Printer Button**

This button opens the Print Setup dialog box so you can change which printer you are printing to.

## ■ Print Layout Options

To open the Print Layout Options, choose **Print Options** from the File menu and click on the Print Layout tab. The print layout options control how your document appears on paper. For more information on these options and printing in general, see the [Printing Overview](#).

All the options in this section apply to the current document. They will be saved with the document.

### Summary Line

- The type of layout - Best Fit, Multiple Fit or Custom Fit.
- The scaling - 100% means print at normal size, 50% means print half size, 200% means print at twice the normal size.
- The orientation of the job - Upright or Sideways. This is normally used to fit landscape pages onto portrait pages by rotating the drawing when printing (see the orientation buttons below). This effect can also be achieved by changing options in the Print Setup dialog box, but it is best to leave these settings alone, and use the controls provided in the Print Layout Options instead.
- How many pages, if any, will fit onto the paper with the current settings. This takes account of the print margins of the printer (that is, which areas around the edge that the printer is physically unable to print to).

If the summary says 'Page only partially printable', this means that part of the page lies outside the Print Borders. See [Displaying the print borders](#).

### Paper Size

This field shows the currently selected paper size. (The paper size is defined using the [Print Setup dialog box](#).)

### Orientation

These options choose upright or sideways printing. **Upright** prints without rotating the document, whereas **Sideways** rotates the document through 90 degrees.

For example, to print a landscape page on most printers requires sideways printing. The best way to set the orientation is by using the **Best Fit** option, this will set all the Print Layout Options to the most suitable values. Alternatively, turn on the print borders so you can see how the document will print (see [Displaying the Print borders](#)). See the Printing Overview for more details.

**Note:** This option is not the same as the one shown in the Print Setup or the Printer Properties dialog box. Ensure that the printer is always set to Portrait printing and that you only use the Print Layout Options orientation buttons to fit the drawing on the paper.

### Scale

The document can be scaled for printing. 100% is full size. This can be used to print several copies of a document on a page, see Multiple Fit below.

### Print Whole Spread

This option is only available when the current document is a double page spread. If this option is set, the spread is printed as one page.

### Print Individual Pages

This option is only available when the current document is a double page spread. If this option is set, the two sections of the spread are printed as separate pages.

### Best Fit

If you choose this option, your document will be moved to the center of the page and scaled so it fills the paper (within the print borders).

### Custom fit

This option allows you set all aspects of the printing manually. The Orientation buttons can be used to choose the orientation of the printout. The scale can be altered using the Scale field. The **Top** and **Left** margin fields can be changed. These set where the top left-hand corner of the page appears on the printer's paper. The **Width** and **Height** fields give you an alternative way of setting the print scale. When you change one of these settings, the other changes to ensure the page is always printed with a 100% [aspect ratio](#).

### Multiple Fit

If you change the scaling, you can print multiple copies of the Xara X document on a page. To print multiple copies, choose this option, enter a value for the number of copies needed across the page (Rows), the number down the page (Columns) and the distance between each (Gutter).

---

{button ,KL('printing',0,`\_\_\_\_ No\_Topics\_Found`,`)}} Related Topics

- **Print On All Plates**

This setting is used for multicolor jobs that will be commercially printed. Objects with this attribute set appear on all separations. Its main use is creating custom printers marks. Do not apply **Print On All Plates** to large areas as this can flood the printing press with excess ink.

**Print on All Plates** is also available on the pop-up menu when you right-click on an object.

## **Print Options (File Menu)**

You can display this dialog box by either:

- choosing **Print Options** on the File Menu
- or clicking **Options** on the [Print dialog box](#).

For more information about printing, see the [Printing Overview](#).

- [Imagesetting Options](#)
- [Print Layout Options](#)
- [Output Options](#)
- [Separations Options](#)

- **Print Setup (File Menu)**

This dialog box is primarily used to specify which printer you wish to print to. To change the printer, click on the drop-down list and choose the printer you require. Assuming your printer is set up correctly, you may also choose what size of paper to print on. Do not set the paper orientation here, leave it as portrait and use the orientation setting in the Print Layout Options. You can usually change the resolution of the printer from this dialog box, either directly, or by pressing the **More** button.

**Note**

- The process of installing printers is beyond the scope of this On-line documentation. If you require assistance, please consult your Windows User Guide.

---

**Related Topics**

[Printing](#)

[Show print borders](#)

### **Print Text As Shapes**

**Print Text As Shapes** on the [Text Pop-up Menu](#) converts text to shapes before the document is sent to the printer. This can be useful when printing to a PostScript printer that does not have the same fonts installed as are used in your document.

---

`{button ,KL('text objects,printing text as shapes',0,`____No_Topics_Found`,`)}`` **Related Topics**

## Printing Overview

Xara X provides a wide variety of choices for printing your documents. If you need information on imagesetting and commercial printing, see [Printing multiple copies](#).

If you experience any problems, try using the [Printing Troubleshooter](#).

## Printing Methods

Printers do not support transparency so Xara X sends any areas of your document containing transparent objects to the printer as bitmaps. This is why printing takes a little longer for transparent objects and also why print jobs can be larger. When you print a document, you can use one of three methods to print the document. One method is just like a normal print from any other program, except that transparent areas of the document are sent to the printer as bitmaps. The other two methods both send the entire document to the printer as a bitmap. One sends a standard bitmap of the document, the other sends an [anti-aliased](#) version. The printing method is set in the Output Options.

For most drawings, choose the **Normal** method (This option reads **PostScript** if a PostScript printer is selected.). This method works well for all drawings except those that include large areas of bitmaps or large areas containing transparent objects. With these drawings printing can be slow. If it is slow, choose the **Bitmap** or **Anti-aliased Bitmap** option. The resolution of the bitmaps is controlled by the **Resolution** field. Generally **Anti-aliased Bitmap** gives the best results. Though, you may find drawings containing fine lines do not print as well. Try printing in **Normal** mode and, if you have any problems, try again using **Bitmap** or **Anti-aliased Bitmap**.

## PostScript Options

Xara X supports two types of PostScript, Level 1 and Level 2. All PostScript printers understand Level 1 and more recent printers can also understand Level 2 which contains speed and color enhancements. In the Output Options there are options for **Automatic**, **Level 1** and **Level 2**. Leave this option set to **Automatic** (this produces PostScript that uses the extra features of Level 2 but also runs on Level 1 devices) unless you know your printer supports Level 2. If you use Level 2 printing it is likely to be faster, particularly if your document contains many bitmaps and large amounts of transparency. If you have problems printing, set this option to **Level 1**.

## Paper Orientation

When you create a document you draw objects onto a page which can be either **Portrait** or **Landscape**. This setting does not affect printing in any way. The setting in the Print Layout Options sets whether the objects in the document are printed upright or sideways on the page. Upright means the page is printed the way you see it, sideways means it is rotated by ninety degrees. To see how your document will appear on paper, turn on the print borders (see [Displaying the print borders](#)). Note there is also a setting for paper orientation in the Print Setup dialog box, always leave this set to portrait.

## Fitting Documents on the Paper

When you print a document, you have several choices in the Print Layout Options on how the page is fitted onto the paper. With **Custom Fit** you can choose the size and position of the page on the paper manually. With **Multiple Fit** you can choose how many copies of the page are printed on each sheet of paper and at what size. For many documents, though, the easiest method is to use Best Fit. When you choose **Best Fit**, Xara X will automatically size the page so it exactly fits on the paper. It will even choose the most suitable orientation for the page. Choosing **Best Fit** dims the **Scale Field** and the **Orientation** buttons.

If you want to print a page at a different size from the size it is in your document, you can scale it by enter a scaling (as a percentage) in the **Scale** field in the Print Layout Options.

## Double Page Spreads

Normally when you create a document it will be a single page. If you want to create a double page spread, set the **Double Page Spread** Option in the Page Options.

When you print a double page spread, you can choose (in the Print Layout Options) either **Print Individual Pages** or **Print Whole Spread**. The former prints each page in the spread as a separate page, the latter treats each spread as a single page.

The Print dialog box contains options so you can choose whether to print both pages, or just the left or right page.

## Layers

When you print a document, you can choose in the Output Options which layers are printed. You can choose to print all the foreground layers in a document (background layers never print) or just those layers which are visible. To make layers visible and invisible, you use the Layer Gallery. See [Hiding layers](#) for more details.

## Printing Selected Objects

In the Print dialog box, you can choose whether all the objects in your document are printed or just the selected objects.

## Printing Multiple Copies

In the Print dialog box you can choose how many copies of a document you want to print.

## Printing to a File

If you want to print to a file, set **Print To File** in the Print dialog box. When you click the **Print** button to print the document, a dialog box opens so you can enter a filename for the print file and choose where you want it.

## Printing Transparency, Shadows, Bevels and Bitmaps

When you print a document containing transparency (transparent areas are printed as [bitmaps](#)) you can control the resolution of the bitmaps sent to the printer. The higher resolution you choose, the better any bitmaps and transparent areas will look, but resolutions over 150dpi are usually not necessary. The **Automatic** setting is suitable for most drawings - Xara X automatically selects a resolution suitable for the current printer. If necessary, type in a value to choose a specific resolution (in dots per inch or dpi). The maximum value is 600dpi - this gives very high resolution but can produce very large print jobs that take a long time to

print.

Xara X uses bitmaps for bevels and shadows. The resolution of these is set when you create them. You can change the current value in View in the Options dialog box.

Bitmaps created using **Create bitmap copy**: the resolution is controlled by Bitmap size in the Create bitmap copy dialog box.

#### **Printing Graduated Fills**

When you print a document using **Normal** mode (this means not **PostScript**, **Bitmap** or **Anti-aliased Bitmap** mode) you can set the number of steps in all the graduated fills. Usually you can leave this setting on **Normal**, but if your drawing uses large numbers of graduated fills try using the **Low** setting to decrease the size of the print job. If you think your graduated fills would look better with more steps, try the **High** setting, but this slows down printing.

---

`{button ,KL('printing',0,`____No_Topics_Found`,`)}` **Related Topics**

## Printing Troubleshooter

The Xara X printing troubleshooter will help you diagnose problems that may occur when you print documents from Xara X and offer solutions.

If you are experiencing problems using a Hewlett Packard printer, [click here](#).

### Do other applications print correctly?

{button ,JI('IDH\_Trouble\_Print\_Whats\_Wrong')} Yes. So, what's wrong with Xara X's printing?

{button ,JI('IDH\_Trouble\_Print\_Nothing\_Prints')} No. What could be wrong?

---

### Related Topics

[Printing](#)

[Imagesetting](#)

## Change the print method in the registry

### Do this only if you are familiar with editing registry entries.

There are some settings in the system-wide registry which simplify the way in which Xara X prints (this only applies to Normal and PostScript printing).

#### ■ Changing the print method in Xara X

1. Exit Xara X
2. From the command prompt, type "regedit"
3. Open HKEY\_CURRENT\_USER\Software\Xara\Xara X\Version XX\Options\Printing\ (where XX is the version you are using).
4. Change the PrintMask value to 1 to simplify printing somewhat or to 0 to simplify printing as much as possible.
5. Restart Xara X.

(To put printing back to the normal system set the PrintMask value back to 2.)

#### New document design rule:

With either form of simplified printing the transparent objects and other objects around them will be printed using a single bitmap. This sometimes means that objects which you would prefer to be printed at the best possible resolution get printed at the transparency resolution.

Thus, there is a new design rule you should apply to your documents. Try to arrange them so that highly-detailed objects (such as text or thin lines) are in front of any transparent objects. This will ensure that these objects are printed at the printer's resolution - not the transparency resolution. (See [Output Options](#))

#### Tips

- It's often a very good idea to keep highly detailed objects, such as text, in a [layer](#) at the front of the document. That way you can't accidentally draw any transparency on top of them.
- You can use **Bring to Front** on the Arrange menu to reorder objects within layers and you can reorder whole layers using drag and drop in the [Layer Gallery](#).

#### Did this fix the problem?

\_\_\_\_\_ Yes! My document prints now. Close this troubleshooter.

{button ,JI(';',IDH\_Trouble\_Print\_Last\_Resort')} No. What else can I try?

### Colored text does not print

If you find that your printouts are working fine except any colored text is not printing you are probably suffering from a problem with your printer drivers. Your first step is to try and get an updated version of the drivers from the manufacturer. If this is not possible or does not solve the problem, do the following:

1. From the File menu, choose **Print Options**.
2. Open the Output tab.
3. At the bottom of the window, select the **Print All Text As Shapes** option.

This will convert all text objects into groups of simple shapes before the document is sent to the printer and should resolve the problem. Beware though, as the text is now shapes, it may not be of the same quality (particularly if the text is small) as it would be if you printed normally.

--- Close this troubleshooter.

### Colors in bitmaps are stronger

You've noticed that some areas of your document print using much darker or stronger colors than others or that areas which should be white are appearing as light gray. Sadly, this is "normal" behavior for many Windows printer drivers. They purposely make the colors "stronger" in bitmaps than in normal shapes.

This problem does not occur on PostScript printer drivers or with EPS export. This can make it difficult to produce meaningful proofs of color artwork unless you have access to some kind of color Postscript device.

#### Suggestion for Windows 95/98:



Adjust your printer driver's color correction facilities:

1. Click the **Start** button.
2. Click **Settings** and then click **Printers**.
3. Click on the icon for your printer, click the File menu and click **Properties**.
4. Click the Graphics tab in the Properties dialog box.
5. If your printer has color correction facilities there will be a Color button at the bottom of this tab.
6. Click **Color** and try adjusting the options presented. It's difficult to be more precise than that because these options will vary from printer to printer! Try pressing the Help button and reading the printer manual for more information.
7. If you changed any options click **OK** and try to print again.

#### If you're an advanced user:

{button ,Jl(';', 'IDH\_Trouble\_Print\_INI\_File')} Edit the registry to use alternative print methods that will print more of the document as bitmaps and thus lessen the visible differences.

#### Did one of those suggestions fix the problem?

\_\_\_\_\_ Yes! My document prints correctly now. Close this troubleshooter.

{button ,Jl('?', 'IDH\_Trouble\_Print\_Final')} No. What else can I try?

## Hewlett Packard Printers

Some Hewlett Packard printer drivers (versions 6.1D, 7.0 and 7.1) default to using an old Windows printing method. Xara X (and some other applications) does not support this method of printing and output with the standard settings will be wrong. The symptoms of these problems appear as:

- Very long print times
- General Protection errors within an HP module during printing
- Xara X locking up when asked to print
- The printer spooler failing to respond after Xara X has started printing.
- When using the "Normal" output printing type from Xara X, vector images print incorrectly (as though the object is scaled by a very large value)

The problem can be solved by altering a value within an INI file. The specific file for users of version 6.1D drivers is called DeskJetC.ini (irrespective of whether you have a laser printer or an InkJet printer). Version 7 drivers create an HP\*\*.ini file (where \*\* is a number depending upon the type of printer in use). The file is held within the Windows folder:

### Version 6 drivers

1. Load Windows\DeskJetC.INI into an Editor (Notepad or WordPad for example).
2. Scroll down through the text until you find the entry "Ojumbotechnology=0100".
3. Change this to read "Ojumbotechnology=0000".
4. Save the file and restart Windows. Your printer should now produce satisfactory results from Xara X and other packages. (see note)

If this does not solve the problem, [click here](#) to return to the start of the Printing Troubleshooter.

### Version 7 drivers

1. Load Windows\HP\*\*.INI (the \*\* will be a number depending on the printer in use) into an Editor (Notepad or WordPad for example).
2. Scroll down through the text until you find the entry "Ojumbotechnology=0100".
3. Change this to read "Ojumbotechnology=0000".
4. Save the file and restart Windows. Your printer should now produce satisfactory results from Xara X and other packages. (see note).

If this does not solve the problem, [click here](#) to return to the start of the Printing Troubleshooter.

### Note

- Hewlett Packard indicate that this flag switches off the old windows print system, but that some applications may require the flag to be reset. This would require altering the above ini file in reverse.
- Close this troubleshooter.

### Turn off error-diffused dithering in Windows 95/98

There is an unhappy interaction between the way Xara X prints and Windows's error-diffused dithering.

1. Click on the Windows **Start** button then click **Settings**.
2. Click **Printers**.
3. Click the printer that you're using then go to the File menu and click **Properties**.
4. Click the Graphics tab.
5. Ensure that the **Error diffused** switch isn't checked in the Dithering area. You'll have to choose a different dither mode to uncheck it.
6. If you made any changes click **OK** and try to print again.

### Did this fix the problem?

\_\_\_ Yes! My document prints correctly now. Close this troubleshooter.  
{button „JI(‘,‘IDH\_Trouble\_Print\_Final’)} No. What else could be wrong?

### Increase the pixel resolution

Objects which have transparent fills or bitmap fills are printed at the Transparency resolution (see [Output Options](#)). When the Transparency resolution is quite low you can see the square pixels.



Increase the transparency resolution.

1. Click the File menu.
2. Click **Print Options**.
3. Click the **Output** tab.
4. Find the Transparency resolution area and click the **Manual** switch.
5. Type in a new transparency resolution (not higher than the resolution of the printer). A value between 150 and 300 is usually OK.
6. Click **OK**.

### Did this fix the problem?

\_\_\_ Yes! My document prints correctly now. Close this troubleshooter.

{button ,JI(';', 'IDH\_Trouble\_Print\_Final')} No. What else can I try?

### Ensure LaserJet driver is in "Raster" mode



Under Windows 95/98 set the driver to "Raster" mode instead of "Vector".

1. Click the File menu in Xara X and click **Printer Setup**.
2. Click the **Properties** button of the Setup dialog box.
3. Click the Graphics tab and check the **Raster graphics** switch instead of **Vector graphics**.
4. If you changed any settings Click **OK** and try to print again.

### Did this fix the problem?

- Yes! My document prints correctly now. Close this troubleshooter.
- No. What else could be wrong?

### Ensure LaserJet driver properties are correct

Make sure the printer driver knows the correct amount of memory in the printer.



Under Windows 95/98:

1. Click the File menu in Xara X and click **Printer Setup**.
2. Click the **Properties** button of the Setup dialog box.
3. Click the Device options tab and alter the value of the Printer memory field to be correct for your printer.
4. Also set the Reserved memory field correctly (refer to your printer's manual for details of how to find the correct values for both these fields).
5. If you changed any settings Click **OK** and try to print again.

### Did this fix the problem?

\_\_\_ Yes! My document prints correctly now. Close this troubleshooter.

{button ,JI(','IDH\_Trouble\_Print\_Final')} No. What else could be wrong?

### **Make more room for spooling**

The Windows printing system needs space on your hard disk to store a temporary file when Spooling is turned on. It's likely that you haven't got enough space at the moment.

### **Try one or both of these suggestions:**



Make more space on your hard disk by deleting any unwanted files.

- If you are running Windows 95/98 empty the Recycle bin.

### **Did this fix the problem?**

\_\_\_\_ Yes! My document prints now. Close this troubleshooter.

{button ,JI('','IDH\_Trouble\_Print\_Spool2')} No. What else could be wrong?

### **Tip**

- If you have more than one hard drive, try moving your virtual memory swap-file onto a different drive from that used for your temporary folder to prevent problems with the two clashing.

**Maybe there is something wrong with the printer or the way it is set up?**

**Suggestions:**

- Are you running Windows 95/98? If so, try using its Print troubleshooter.
  1. Click the Start button on the task bar and choose Help from the menu.

**Windows 95:**

2. Double-click **Troubleshooters** in the Help window.
3. Double-click **If you have trouble printing** in the Help window.

**Windows 98:**

2. Click **Troubleshooting** in the Help window.
  3. Click **Windows 98 Troubleshooters**.
  4. Click **Print** in the list of troubleshooters.
- Check that there's paper in the paper feed.
  - Check that the printer isn't warning you of an error such as "out of ink".
  - Check for paper jams.
  - Check that the printer connectors are plugged in and the printer is turned on.
  - Check that the printer is "on-line".

**Did that fix the problem?**

\_\_\_\_ Yes. My document prints now. Close this troubleshooter.

{button ,JI(';IDH\_Trouble\_Print\_Whats\_Wrong')} No. Try to diagnose the problem.

### **Objects are missing**

Are you using Superprint printer drivers under Windows 95/98?

#### **Suggestion:**

- Turn off queuing in SuperQueue.
  1. Run SuperQueue
  2. Click the File menu and choose **Queue setup**.
  3. Make sure your printer is selected in the list of printers.
  4. Press the **Unqueue** button.
  5. If you made any changes click **OK**.

#### **Did this fix the problem?**

\_\_\_ Yes! My document prints correctly now. Close this troubleshooter.  
{button ,JI('; 'IDH\_Trouble\_Print\_Spool')} No. What else could be wrong?

### Make sure the paper orientation matches the page

- Firstly, make sure that the printer driver's Paper orientation is correct:
  1. Click Xara X's File menu and choose **Printer setup**.
  2. Click the **Portrait** button.
  3. If you changed any settings click **OK**.



Portrait page.

- Secondly, make sure the Page orientation is correct inside Xara X:
  4. Click Xara X's File menu and choose **Print Options**.
  5. Choose the **Print Layout** Options.
  6. If the page you're trying to print is taller than it is wide, click the **Upright** button (in Orientation).
  7. If the page you're trying to print is wider than it is tall, click the **Sideways** button (in Orientation).
  8. If you changed any settings click **OK**.



Upright printing



Sideways printing

### Tip

- Turn on **Print Borders** (Window menu) to see on screen how much of the page will be printed.

### Did this fix the problem?

\_\_\_\_ Yes! My document prints correctly now. Close this troubleshooter.

{button ,JI(';', 'IDH\_Trouble\_Print\_WrongSize')} No. What else could be wrong?

**Use Best Fit to ensure the drawing fits on the paper**

- Make sure the Xara X page fits on the paper.
  1. Click Xara X's File menu and choose **Print Options**.
  2. Click the Print Layout tab.
  3. Click **Best fit**.
  4. If you changed any settings click **OK**.

**Did this fix the problem?**

Yes! My document prints correctly now. Close this troubleshooter.  
{button ,JI(' , 'IDH\_Trouble\_Print\_Final')} No. What else could be wrong?

**Make sure the paper size is correct**

- Make sure the printer driver knows about your paper:
  1. Click Xara X's File menu and choose **Print Setup**.
  2. Make sure the field labeled Form or Paper size is the same as the size of the paper in your printer. For example if you're printing on A4 paper make sure the field says "A4" and not "Letter" or "Legal".
  3. If you changed any settings click **OK**.

**Did this fix the problem?**

\_\_\_\_ Yes! My document prints correctly now. Close this troubleshooter.

{button ,JI(' ,IDH\_Trouble\_Print\_PageScale')} No. What else could be wrong?

### Printing stops part-way down the page

#### Try these suggestions:

- Lower the transparency resolution.
  1. Click Xara X's File menu and choose **Print Options**.
  2. Click the Output tab of the Options dialog box.
  3. Find the Transparency resolution or Bitmap resolution area and click **Manual**.
  4. Now type in a lower value into the **Pixels per inch** field. Any value between 90 and 200 should be OK.
  5. Click **OK**.

#### Or try this:

- Print the document as a bitmap.
  1. Click Xara X's File menu and choose **Print Options**.
  2. Click the Output tab of the Options dialog box.
  3. Find the Print as... area and click **Bitmap**.
  4. Click **OK**.

#### Did this fix the problem?

\_\_\_ Yes! My document prints now. Close this troubleshooter.  
{button ,JI(' ,IDH\_Trouble\_Print\_Final')} No. What else could be wrong?

### **Print works but nothing happens**

Are you printing to a network printer?

#### **Suggestions:**

- If the printer is a Postscript printer try using different printer driver. There are often several possible drivers for a given Postscript printer and it is possible that one of the alternatives will work better.
- If the printer is a Postscript printer and it supports a language other than Postscript try using that.
- Print your document as a bitmap.
- Print from a computer connected directly to the printer.
- When printing to a network printer, check to make sure the LPT port is actually connected to the network printer.

#### **Did one of these suggestions work for you?**

\_\_\_\_ Yes! My document prints now. Close this troubleshooter.

{button ,JI(';', 'IDH\_Trouble\_Print\_Spool')} No. It still doesn't print. What else could be wrong?

**Printing is very slow**

Xara X uses bitmaps to produce its advanced transparency effects. Sending bitmaps to printers is often a time-consuming task. For this reason relatively simple documents which use transparency may take longer to print than you would normally expect. However, when several transparency effects are overlaid Xara X accumulates them all into one bitmap and sends that to the printer. So, as transparent effects in a document become more complex it won't become significantly slower to print.

Other programs that can do simple transparency effects produce exponentially more objects as you overlay transparencies. This means that their print times appear to be quite good for simple documents but they take a long time to print complex drawings

**Suggestions to improve print times:**

{button ,Jl('; IDH\_Trouble\_Print\_Spool2')} Turn off spooling

{button ,Jl('; IDH\_Trouble\_Print\_ReduceRes')} Reduce the pixel resolution

### Reduce the pixel resolution

- Lower the transparency resolution.
  1. Click Xara X's File menu and choose **Print Options**.
  2. Click the Output tab of the Options dialog box.
  3. Find the Transparency resolution or Bitmap resolution area and click **Manual**.
  4. Now type in a lower value into the **Pixels per inch** field. Any value between 90 and 200 should be OK.
  5. Click **OK**.

### Did this fix the problem?

\_\_\_\_ Yes! My document prints now. Close this troubleshooter.

{button ,JI(' ; IDH\_Trouble\_Print\_Final')} No. What else could be wrong?

**Return the print method to its default by editing the registry**

**Do this only if you are familiar with editing registry entries.**

■ **Checking the registry setting in Xara X**

1. Exit Xara X
2. From the command prompt, type "regedit"
3. Open HKEY\_CURRENT\_USER\Software\Xara\Xara X\Version XX\Options\Printing\ (where XX is the version you are using).
4. Set the PrintMaskType setting to "2"
5. Restart Xara X.

When Xara X is using PrintMaskType 2 only those objects which need transparency are printed using bitmaps. This can make print jobs larger but it guarantees that non-transparent objects are printed at the best resolution the printer can manage.

**Did this fix the problem?**

\_\_\_ Yes! My document prints correctly now. Close this troubleshooter.

{button ,JI(';',IDH\_Trouble\_Print\_Jaggy\_Print)} No. Return to previous page and try other suggestions.

**Install the manufacturer's printer driver**

Is your printer from Hewlett Packard or Canon?

- If so, then reinstall the printer driver from the disk that came with the printer. Follow the instructions in the printer's manual.

**Did this fix the problem?**

\_\_\_ Yes! My document prints now. Close this troubleshooter.

{button ,J(';', 'IDH\_Trouble\_Print\_Final')} No. Still no Print dialog box. What else could be wrong?

### **Set print method to Normal**

Did you change the print method by editing the registry?

{button ,JI(';',IDH\_Trouble\_Print\_Jaggy\_Print2')} No. Return the print method to the default setting.

- Set the print method to Normal:
  1. Click on the File menu and choose **Print Options**.
  2. Click on the Output tab.
  3. Ensure that the leftmost switch in the print method area (labeled either **Normal** or **PostScript**) is checked.
  4. If you changed any options click **OK**.

### **Did this fix the problem?**

{button ,CW('trouble')} Yes! My document prints correctly now. Close this troubleshooter.

{button ,JI(';',IDH\_Trouble\_Print\_IncRes')} No. What else can I try?

### **Tried everything**

You've tried the suggestions on other troubleshooter pages but:

- They do not apply
- They do not help
- They are not satisfactory

### **Here are a few final suggestions:**

- Have you tried changing the print method?

If you're using Normal printing try changing to Bitmap printing and vice-versa. (See [Output Options](#) for more information.)

- Have you tried reducing the transparency resolution?

If your document contains lots of transparent objects, a high transparency resolution setting may produce too much data for the printer to handle. Generally, the transparency resolution only needs to be about half the resolution of your printer. It rarely needs to be higher than 300dpi. It should never be higher than the printer's resolution. (See [Output Options](#) for more information.)

- Have you tried reducing the fill quality?

Higher fill quality settings send more data to the printer. It's possible that your document will still look good if the quality of the fills is reduced. (See [Output Options](#) for more information.)

- Windows 95/98 has a Print troubleshooter of its own which may help you to track down your problem. If you haven't already tried the Print troubleshooter:

1. Click the Start button on the task bar and choose Help from the menu.
2. Double-click **Troubleshooters** in the Help window.

#### **Windows 95:**

3. Double-click **If you're having trouble printing** in the Help window.

#### **Windows 98:**

3. Click **Windows 98 Troubleshooters**.
4. Click **Print** in the list of troubleshooters.

{button ,JI('','IDH\_Trouble\_Print\_INI\_File')} If you're an advanced user there are hidden registry settings you can try.

### **Did this fix the problem?**

{button ,CW('trouble')} Yes! My document prints now. Close this troubleshooter.

{button ,JI('','IDH\_Trouble\_Print\_Last\_Resort')} No. What else can I try?

### Turn off "Print all foreground layers"

Make sure that Xara X is only printing the layers visible on screen:

1. Click Xara X's File menu and choose **Print Options**.
2. Choose the Output section.
3. Click the **Visible foreground layers** switch.
4. If you changed any settings click **OK** and try to print again.

### Did this fix the problem?

\_\_\_ Yes! My document prints correctly now. Close this troubleshooter.  
{button ,JI(' ; IDH\_Trouble\_Print\_Final')} No. What else could be wrong?

### Turn off spooling

The Windows printing system uses a temporary file on your hard disk to queue up printing commands and send them to the printer in the background. If you turn off spooling the temporary file is no longer needed (so you won't need lots of space on your hard disk to store it) but all applications, including Xara X, will take longer to print.

#### ■ On Windows 95/98

1. Select your printer in the Printers window.
2. Choose **Properties** from the File menu.
3. Open the Details section.
4. Click the **Spool Settings** button at the bottom of the dialog box.
5. Ensure the **Print Directly to the Printer** option is checked.
6. If you changed any settings, click **OK**.

#### ■ On Windows NT

1. Select your printer in the Printers window.
2. Choose **Properties** from the File menu.
3. Open the Scheduling section.
4. Ensure the **Print Directly To The Printer** option is checked.
5. If you changed any settings, click **OK**.

### Did this fix the problem?

\_\_\_\_\_ Yes! My document prints now. Close this troubleshooter.

{button ,JI(';', 'IDH\_Trouble\_Print\_Final')} No. What else could be wrong?

**What printer are you using?**

{button ,JI(';IDH\_Trouble\_Print\_LaserJet')} HP LaserJet (or compatible)

{button ,JI(';IDH\_Trouble\_Print\_No\_Error')} Some other printer

**What's wrong with the printout?**

- {button ,JI(';IDH\_Trouble\_Print\_Missing\_Objects')} Some objects are missing from the printout.
- {button ,JI(';IDH\_Trouble\_Print\_White\_Lines')} There are horizontal white lines across some objects.
- {button ,JI(';IDH\_Trouble\_Print\_Jaggy\_Print')} Some objects have stepped or jagged edges.
- {button ,JI(';IDH\_Trouble\_Print\_Orientation')} The printout doesn't fit on the paper the way it's shown on screen.
- {button ,JI(';IDH\_Trouble\_Print\_BitmapColours')} Objects which should be the same color are darker in some places than others.
- {button ,JI(';IDH\_Trouble\_Print\_Layers')} Objects which aren't shown on screen are on the printout.
- {button ,JI(';IDH\_Trouble\_Print\_Final')} None of these.

**What's wrong?**

{button ,JI('; IDH\_Trouble\_Print\_No\_Print\_Dialog')} The Print dialog box won't open.

{button ,JI('; IDH\_Trouble\_Print\_Remote\_Postscript')} Nothing is printed - not even blank paper appears.

{button ,JI('; IDH\_Trouble\_Print\_WhatPrinter')} Printing partly works but stops before the page is complete.

{button ,JI('; IDH\_Trouble\_Print\_WrongPrint')} A complete page is printed but it looks different on paper than it does on screen.

{button ,JI('; IDH\_Trouble\_Print\_Slow')} Printing is very slow.

{button ,JI('; IDH\_Trouble\_Print\_Colored\_Text\_Not\_Printing')} Colored text is not appearing on the paper

**Where to go next**

You have found a problem which is not covered by the Xara X Printing Troubleshooter.

{button ,JI('; IDH\_Misc\_Tech\_Support')} Contact our [Technical Support](#) service.

--- Close this troubleshooter.

## Printing documents

You often want to print out a [document](#), either to check it looks correct or because it is complete and you want a final, printed copy. For more information on printing, see the [Printing Overview](#).

### ■ To print a document

1. Select the document you wish to print by clicking on it.
2. From the File menu, choose **Print**.
3. Choose whether to print all objects or just the selected objects.
4. If you are printing a double page spread, choose which pages to print.
5. Choose how many copies to print.
6. Click **Print**.

### Tips

- To select a different printer, click the **Printer** button in the Print dialog box.
- To set the printing options, click the **Options** button in the Print dialog box. These options depend on the type of printer selected.
- If you have problems printing, refer to the Xara X [Printing troubleshooter](#).
- Printing documents containing [transparent](#) objects takes longer than printing documents that do not use transparency.
- If you want to print a drawing on a page the 'wrong' way around, change the orientation options in the Print Layout Options.

---

{button ,KL('printing',0,'\_\_\_No\_Topics\_Found','')} Related Topics

## Printing text

When you print text, you may find that some of the fonts you used are not available on your PostScript printer. This will mean some of your text will come out in the wrong font. Also some printers cannot print colored text. This is a printer problem and not a Xara X fault.

To solve these problems, you can convert text to simple shapes before it sends it to the printer. By doing this, the printer does not need the font installed.

- **To print text as shapes**

Either:

- right click on a text object to open the text pop-up menu and select **Print Text As Shapes**. You can do this for each text object individually.
- or in the Output Options, select the **Print All Text As Shapes** option. This applies to all text objects in the document.

### Tip

- As your text is printing as shapes rather than text, it may not look as good if the text is small.

---

{button ,KL('printing',0,`\_\_\_No\_Topics\_Found`,`)} **Related Topics**

**Printing: Camera-ready copy**

If you are having hundreds or thousands of copies of your document printed, your [print shop](#) may ask you to supply 'camera-ready copy'. How you produce this depends on the document and the print shop's requirements. Camera-ready copy is sometimes called as 'originals' or 'mechanicals'.

**For simple jobs**

Particularly if your document uses only black and white, a printout from your desktop printer may be suitable. This depends on the type of desktop printer you have. PostScript printers often produce excellent results. Show the print shop a sample printout and they will tell you whether it is suitable.

If you have a PostScript printer: ask the print shop which [Screen frequency](#) to use. See [Imagesetting Options](#) for details of how to set this in Xara X.

**For more complex jobs**

The job will probably need to be 'imageset' by a [service bureau](#). The service bureau may be part of the print shop or a separate company. The print shop can probably suggest a reliable service bureau. Ask the print shop the type of output they want: film/paper. For more information, see [Imagesetting Overview](#).

---

**Related Topics**

[Printing](#)

[Imagesetting](#)

**Printing: Getting Your Job Printed**

If you want hundreds or thousands of copies of your document, you will probably need to use a [print shop](#). See [Printing multiple copies](#).

**Find a print shop that can handle your job**

Print shops vary in the type of work they can handle. Some specialize in small, simple jobs, others in long-run, full-color work. If you produce a wide range of work, you may need to use three or four different print shops.

**Talk to them about the job**

It is usually best to talk to them at an early stage. If they are busy, they can schedule your job in. This means you get your job turned round quicker. Tell them how many copies you'll want, the type of paper, and finishing requirements such as folding. Ask them about the format they want the job presented in.

**Design the job**

The print shop will tell you any special requirements especially with regard to [spot colors](#). See [Spot colors versus process colors](#).

**Producing camera-ready copy**

Some printers can take your document in electronic form. If so, generate the files in the requested format and send it to the print shop.

Often the print shop will ask for camera-ready copy. See [Camera ready copy](#).

**Sending the job to them**

Before sending the job off, check everything carefully. When everything is correct, send the print shop the camera-ready copy plus any requested proofs. Confirm the number of copies you require, the type of paper you want and any finishing instructions.

## Printing: Imagesetting Points to Note

### Spot Colors

- Tint colors based on a spot color output to that spot separation.
- Shade colors and linked colors based on a spot color output to the CMYK separations.
- Objects with transparency applied always output to the CMYK separations.
- Shadows and Bevels created using the Shadow and Bevel Tools always output to the CMYK separations.

### Intermediate Colors in Blends, Contours and Fills

This information assumes you understand the different color models available in Xara X and have some knowledge of color printing.

This section applies to:

- All blends and contours.
- All Multicolor fills. That is, all fill types except flat.

Normally **Fade** mixes colors using the RGB color model. The exception is when both end colors are defined as CMYK. In this case, colors are mixed in CMYK. One advantage of this for grayscale blends. An RGB gray is printed as a mixture of the four CMYK inks. Defining the gray as a tint of CMYK black gives better printed results.

**Rainbow** and **Alt Rainbow** mix colors using HSV.

Three color, four-color, fractal cloud, fractal plasma and bitmap fills always output as RGB bitmaps and are color-corrected. This means that any spot colors used in these fill types output to the CMYK separations not to the spot separation.

Special rules apply for spot colors:

- **In blends and contours:** if either end color is a spot color you can do Fade mixes but not Rainbow mixes. (The reason is because you cannot alter the hue of a spot color.)
- **In fills:** if either fill color is a spot color you can do Fade mixes but not Rainbow mixes.
- **In blends and contours:** If both end colors in a blend are the same spot color (or tints of the spot color), the blend outputs only to the spot separation.
- **In fills:** If both the fill colors in a fill are the same spot color (or tints of the spot color), the fill outputs only to the spot separation. Note that this does not apply to Three-color, Four-color, Fractal and Bitmap fills which output only to the CMYK separations.

If you blend, contour or fill from a spot color to a non-spot color, Xara X creates the requested blend. For example, if you blend from Cyan (CMYK color) to Gold (spot color) the Cyan separation shows a blend from 100% color to no color and the Gold separation shows no color to 100% color. This is approximately what you see on screen (allowing for differences between screen and printer colors).

If you convert the blend or contour to editable shapes, the intermediate shapes lose all spot color information. They separate only to CMYK. Only the final object prints as a spot color.

### Transparency, Shadows, Bevels and Color Separations

(This information applies to transparency, shadows and bevels created using the Transparency, Shadow and Bevel Tools.)

It assumes you understand about color models and color separations. Transparency helps create some outstanding illustration but can cause unexpected results when color separating. Areas covered by a objects with transparency applied output as an RGB bitmap. Similarly shadows and bevels output as an RGB bitmap. This bitmap is then color corrected and separated to CMYK. This process happens even to objects with 100% transparency. This means that in shadows, bevels or objects under a transparent object:

- The CMYK mix in CMYK colors changes. This is particularly noticeable with black and grays which appear on all four separations rather than just the black separation.
- Spot colors separate to CMYK (with color correction).

Watch out for:

- Objects under totally transparent objects. Instead of using 100% transparency you can use No color. (See Coloring objects).
- Text under a Transparent object. Where possible, have text as the front object so these problems don't occur.

### Bitmaps

Normal bitmaps are always separated to CMYK. If you need to print a bitmap on a single plate (for example on a spot color plate or print a grayscale bitmap on the the Key plate) you need to contone the bitmap between two named colors which both print on that plate without being separated. For example if you wanted to print a bitmap only on the Key plate, you need to change the colors in the bitmap so they range from CMYK Black to CMYK White (note that the default white is not CMYK). To print a bitmap on a spot color plate, you need to change the bitmap so its colors range from the spot color to a tint of the spot color. To do this you need to create a tint of the spot color. See Creating spot colors. For more details on contoning bitmaps using named colors, see Changing bitmap palettes.

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{button ,KL('imagesetting',0,`\_\_\_ No\_Topics\_Found`,`)} Related Topics

## **Printing: Multiple Copies**

You can easily print single copies of your drawing using your desktop printer. For larger quantities (tens, hundreds or even thousands of copies) you have to decide on the most efficient way of printing.

### **How many copies?**

This is the most important consideration. Some processes are only cost effective for a few copies. Others involve origination and setup costs so are economic only for printing 500 or more copies.

**Note:** this advice is based on our experience and knowledge. Conditions in your locality may be different from ours and so this advice might not necessarily apply to you. Also some technologies, such as digital printing, are evolving rapidly and so may become economic for larger or smaller jobs than at present.

### **What are the choices?**

**For printing a few copies:** Depending on the speed of your desktop printer you might be able to print multiple copies on your printer.

**For tens of copies:** Probably the best option is photocopying. This gives good results especially for black and white copies. Print out a single copy (the 'master' or 'original') on your desktop printer and take the printout to your local copy bureau.

Of course this isn't possible if your desktop printer is black-and-white and you want a color original. You need to find someone who can produce a color printout of your document. Ask the copy bureau (they may know a local company who can do it). A service bureau may also be able to help but this could be expensive.

**For hundreds or thousands of copies:** For large numbers of copies you have to use a print shop who will have the necessary equipment to handle your job economically. Some advice: when you have decided which print shop to use, give them details about the job. They know their equipment and know any special requirements.

There are currently two main options for printing in volume: digital printing and litho printing. There are other specialized processes, such as screen-printing, which are not covered here. If you are preparing work for these processes, you should talk to the print shop who will be doing the work.

At present digital printing is economic for a few hundred copies. There are relatively few print shops who can offer this process. Generally the print shop will require your document in electronic form (for example, floppy disk or SyQuest). The print shop can give you details relevant to their particular system.

Litho printing is probably the most common volume printing process in most countries. There are probably several print shops with litho presses near you. In some cases you can just give them your Xara X document in electronic form and they do everything else. Usually though you have to supply them with a printout of your document. For simple work, a printout from your desktop printer may be suitable. More complex jobs require the printout on photographic paper or film. For more details, see Camera-ready copy.

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## **Related Topics**

[Printing](#)

[Imagesetting](#)

## **Printing: Ordering Proofs**

For color work that will be commercially printed you will probably be asked to supply proofs.

Time, cost, and quality are all factors to consider when you are deciding on a proofing method. Discuss your project with your [print shop](#) and service bureau. They will help you choose the most appropriate proofing method. There are three categories of color proofs to choose from: digital proofs, off-press proofs, and press proofs.

### **1. Digital proofs**

This category includes proofs generated from laser, thermal wax, ink-jet, phase-change, and dye sublimation printers. Data is imaged directly from your file onto paper. This method is fast and economical, but it is not usually accepted by printing shops as being a good representation of what they are expected to match because the proof is not made from the film that will be used to make the printing plates.

Keep in mind:

- Digital proofs cannot reproduce press conditions such as screen frequencies and angles.
- Not all desktop printers are PostScript compatible.
- Not all printers can reproduce [spot colors](#).
- Dye sublimation printers are especially well-suited to proofing scans of photographs.

### **2. Off-press proofs**

These are made from the film separations that will ultimately be used to make the printing plates. This category includes blueprints, overlay proofs (e.g., Color Key) and laminate proofs (e.g., Cromalin, Matchprint, Agfaproof).

Note: Laminate proofs are more accurate and more expensive than overlay proofs. Blueprints are used to check 'fit' and to proof for imperfections such as broken letters.

Most off-press proofs cannot reproduce spot colors.

### **3. Press proofs**

Because press proofs are produced using the very plates, inks, and paper that will be used for the final print, they are the most accurate and also the most expensive. They are generally reserved for high-end projects.

#### **Check and approve the proofs**

When you receive the proofs, check them carefully. Adjustments or corrections may be in order. You may have to go through more than one proofing cycle. When you are satisfied, you can send the complete job to the print shop.

#### **Turn the approved proofs over to the print shop**

These will be considered "contract proofs", which means that this is the output the press operators will strive to match.

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#### **Related Topics**

[Printing](#)

[Imagesetting](#)

## Printing: Producing a .PRN File

This covers producing a .PRN file ready to send to a service bureau for imagesetting. For general information on imagesetting, see [Imagesetting Overview](#).

Producing .PRN files requires some experience and is not recommended if you're a complete novice to imagesetting. Imagesetting overview has information on other file formats you can use.

### 1. Talk to your print shop and service bureau

There are several settings you have to make. Only the print shop and service bureau can tell you the correct values to use. You will need a suitable printer driver. Ask your service bureau what they recommend.

### 2. Open the Print Setup dialog box

1. From the File menu choose **Print Setup**.
2. If necessary, change to a suitable printer. Ask your service bureau if in doubt.
3. Check the paper size is correct. Printing crop marks and other imagesetting information requires a larger paper size. For example, to print crop mark around an 8x11 inch US letter page requires a paper size at least 9x12 inches (often called US Letter Extra). Note that most imagesetters have a maximum printable width which you must not exceed. Ask the service bureau if in doubt.
4. Leave **Orientation** at its default setting.
5. Click **OK** to close the dialog box.

### 3. Open the Print dialog box

1. From the File menu choose **Print**.
2. Usually you want to print **All Objects**. This depends on how you have designed your document.
3. For double page spreads, choose either both pages or one page, as you require.
4. Usually set **Copies** to 1. Your print shop will tell you if they require multiple copies.
5. Select the **Print to File** check box. You will specify a filename later in step 8.

### 4. Set the Print Layout options

1. Click the **Options** button on the Print dialog box. This opens a tabbed dialog box.
2. If necessary click the Print Layout tab.
3. Check the orientation is correct. Ask your service bureau if in doubt.
4. Usually you want to print at 100% scale.
5. If the document is a double page spread, you can either print it as two separate pages or a single page. If in doubt which is best, check with your print shop and service bureau.
6. Click the **Custom Fit** button to select this option.
7. Usually **Top** and **Left** are set to 0. Your service bureau will tell you if they require a different setting.
8. Do not change width or height otherwise you will change the scaling.

### 5. Set the Output options

1. Click the Output tab.
2. **Print layers** depends on how you have created your drawing.
3. Usually set **PostScript Language Level** to **Automatic**. If the service bureau have problems getting your file to run, ask them which PostScript level they use.
4. In **Print As** choose **PostScript**. This will give you better results than the bitmap options.
5. In **Transparency resolution** choose **Automatic**. If areas with transparency applied are printed at lower resolution than the rest of the document, retry with Manual. You should not need a resolution greater than 150dpi.
6. Set **Fill Quality** to **Normal**.
7. The setting of **Text Options** depends on whether the service bureau have the same fonts as you. If they do, uncheck this box. This creates a smaller file. If you are not sure or you know they don't have the necessary fonts, check this box.

### 6. Set the Separations options

1. Click the Separations tab.
2. Some printer drivers let you change the PostScript Options. Ask your print shop which values to use for **Screen Frequency** and **Screen/Dot Type**. Ask your service bureau which **Resolution** to use.
3. If the service bureau ask you for a 'composite output' uncheck **Print Color Separations**. You can go to step 8.
4. If they ask for 'separated output' check **Print Color Separations**.
5. Select which [process colors](#) and [spot colors](#) you want to print. You may also need to set **Overprint**, **Screen Angle** and **Screen Frequency** for each color. **Overprint** depends on how you have designed your drawing. Ask your service bureau if special angles or frequencies are needed.

### 7. Set the Imagesetting options

1. Click the Imagesetting tab.
2. Your print shop can tell you which **Printers Marks** they require.

3. They can also tell you if they require emulsion down and negative film.
4. Some printing processes cannot handle spot colors. To output to these devices, check **Print spot colors as process colors**. This prints all spot colors using the CMYK process inks. Obviously the printed color will differ from the true spot color.
5. Check **Always overprint black** if you want solid areas on the Black separation to overprint. (Solid in this case means 95% to 100% ink.)

#### **8. The final steps**

1. Click **OK** to close the dialog box.
2. On the Print dialog box click **OK**. This opens a dialog box that lets you specify a name and folder for the .PRN file.
3. Click **OK** to start printing to file.

When printing is complete you can send the .PRN file to your service bureau.

## Printing: Spot Color versus Process Color

If your document will be commercially printed, there are several factors that determine where to use process colors or spot colors in the document.

### The printing process that will be used

Some processes, such as digital printing, cannot handle spot colors. Some presses can handle a maximum of four ink colors (spot or process). Using a fifth, spot color to extend the color range may be either impossible or cost considerably more. Check with your print shop on any possible limitations.

### The number of colors in the job

The number of colors you plan to use will be the main factor in deciding whether to use process color or spot colors.

Does your project make use of only one, two or three colors (including black)? Then you'll want to use spot colors. Spot color uses a different ink for each color. Note that objects with transparency applied always separate to CMYK (this means you cannot use transparency for this type of job). If your budget is limited:

- Obtain a two-color look by printing on colored stock and using only one spot color.
- Use tints (percentages) of spot colors to create shadows or highlights, thus giving the impression of a broader color range.

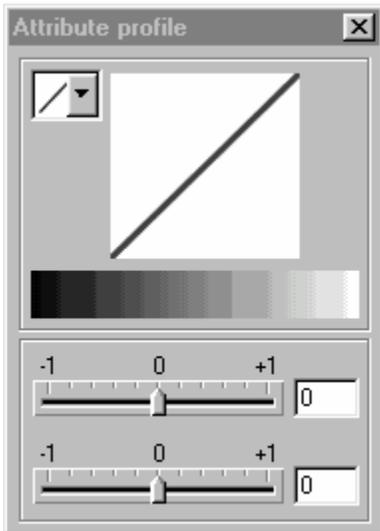
Does your project call for full color (e.g., does it contain scans of color photographs)? If so, you will need to use process colors, which simulate virtually any color using only the four ink colors, cyan, magenta, yellow, and black (known as CMYK).

Does your project call for both spot and process colors? For example, a marketing brochure may require the use of a spot color to faithfully render the corporate color and the use of process color to reproduce scans of photographs. Remember, though, that the greater the number of colors used, the more film, plates and ink will be required, which adds to the cost of the job.

---

{button ,KL('spot colors',0,`\_\_\_ No\_Topics\_Found`,`)} Related Topics

## Profile dialog box



This is used by several tools to control attribute or color transitions.

You can either:

- select a predefined profile from the drop-down list - the top option (the straight line) produces a linear transition
- or create a custom transition by dragging the sliders (or type in values). The display and the strip shows the resultant profile. For example for a color transition, the display shows how the colors change with the selected slider settings.

### **Move the top slider towards:**

-1 for more change at the end of the transition than at the start.

+1 for more change at the start.

### **Move the bottom slider towards:**

-1 for more change in the center than at the ends.

+1 for more change at the ends.

## **Movies**

`{button ,EF("XaraDemo.exe",`Profile Using Profiles',1,`) } Using profiles`

### **For more information see:**

[Changing the blend attribute profile](#)

[Changing the blend position profile](#)

[Changing the contour attribute profile](#)

[Changing the contour position profile](#)

[Changing the fill profile](#)

[Changing the shadow profile](#)

[Changing the transparency profile](#)

## Purchasing Xara X

**This page applies if you are running the time-limited trial version of Xara X:**

When you start up Xara X a dialog box reminds you that you are running the trial version - click **Purchase** on that dialog box. This lets you purchase Xara X using a fully secure transaction process, 24 hours a day, 7 days a week.

When you purchase Xara X, we automatically mail you a CD which contains an unlocked copy of the program plus clipart, bitmap textures, fonts and the demonstration movies. You should receive the CD within 28 days; if not email **xaraclub@xara.com**

**If you have already purchased Xara X but get an 'Invalid Key Code' message or need a new Unlock Code:**

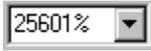
Look at the [Unlock Code](#) page for more details.



## Push Tool ALT+X or SHIFT+F8

The Push Tool lets you use the mouse to move a [document](#) within the window. The [Push Tool Infobar](#) contains controls for zooming on the document.

### Push Tool Infobar Controls



[Zoom Magnification](#)

[Previous Zoom](#)



[Zoom To Drawing](#)



[Zoom To Page](#)



[Zoom To Selection](#)

### Push Tool Operations

[Moving the page](#)

[Returning to the previous zoom](#)

[Zooming in and out](#)

[Zooming to the selection](#)

[Zooming to the whole drawing](#)

[Zooming to the whole page](#)

### Movie

{button ,EF("XaraDemo.exe","ZoomPan.avi Magnifying and Moving a Document",1,")} Magnifying and moving documents

---

{button ,KL('push tool',0,`\_\_\_\_ No\_Topics\_Found`,`)} Related Topics

- **Put To Back (Arrange Menu) CTRL+B**

Moves selected objects to the back of the layer or frame. For more details, see [Moving objects backwards and forwards](#).

### Putting WEB files on WWW pages

Using the Xara plug-in for Netscape Navigator and Microsoft Internet Explorer, you can place Xara WEB files (.web) and Xara X files (XAR) directly on pages on the Internet.

Note the difference between this plug-in, which is for viewing .WEB files, and [bitmap effects plug-ins](#), which alter the appearance of bitmaps.

#### ■ To add a WEB files to a WWW page

Include the following in the HTML for the page with a correct filename and correct values for the widths and heights.

```
<embed src="xara.web"
 width=xxx height=yyy
 pluginspage="http://www.xara.com/plugin/download.html">
</embed>


```

This HTML does the following:

- Inserts the specified file (xara.web in the example) into the WWW page.
- Sets its width and height so the page is correctly formatted before the file has been downloaded.
- Allows for automatic download of the plug-in if it is not available.
- Inserts details of a GIF to use in place of the WEB file if the plug-in is not available.
- Includes text to use in place of the WEB file on text-only web browsers.

#### Notes

- Before you can place WEB and XAR files on the Internet, you need to make a minor change to your web server to support the new file types. See [Configuring a web server for Xara files](#).
- To be able to view WEB and XAR files on the Internet, you need to download the Xara plug-in from [www.xara.com/plugin/](http://www.xara.com/plugin/) ■

---

{button ,KL('web files',0,`\_\_\_\_ No\_Topics\_Found`,`)} Related Topics

- 
- 
- 
- 

- **Quality (Window Menu)**

The Quality submenu on the Window Menu, the Set View Quality slider on the control bars and the Quality buttons on the control bars allow you to alter the Quality setting (the way Xara X redraws documents). Low settings show the document in simple 'outline' mode and high settings give a full color, anti-aliased view. There are also buttons available (they not on the default control bars - see Moving and copying buttons) for each of the four main settings.

The Quality setting is also used when bitmaps are exported from Xara X which means that if the Quality setting is low, any bitmaps exported will show the document in outline. For more details, see Changing the quality setting.

### Quick Viewing documents

You can view documents without starting Xara X. You can view XAR files, WEB files, .CMX files (versions 5 and 6) and .cdr files (versions 3, 4 and 5.). (You can also view .ART files created with Xara Studio).

#### ■ **To view a document**

1. Select the document in Explorer.
2. From the File menu, choose **Quick View**.

For information on using the Quick Viewer, press F1 while you are viewing a document.

#### **Tips**

- To quickly view a document, right-click on it to open the pop-up menu and choose **Quick View**.
- If Quick Viewing does not work with .cdr or cmx files, run the installer again and select the option to support Quick Viewing of these files.
- If the **Quick View** item does not appear on the File menu for any files, you need to run Windows Setup again to install it (it's an option when you install so it may not be present on your system).

### QuickShape Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a QuickShape, it contains the following options:

- QuickShape Tool  
-----
- Cut
- Copy
- Paste  
-----
- Delete
- Duplicate
- Clone  
-----
- Convert to Editable Shapes
- Create Bitmap Copy
- Combine Shapes  
-----
- Imagesetting  
-----
- Web Address
- Color Editor

---

{button ,KL('pop-up menus',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## ▪ QuickShape Tool - Bounds Creation Button

▪

This button on the [QuickShape Tool Infobar](#) selects [Bounds Creation](#).

---

`{button ,KL('tools,quickshape tool',0,'____No_Topics_Found',`)} Related Topics`

## ▪ QuickShape Tool - Curved Corners Button



This button on the [QuickShape Tool Infobar](#) rounds the corners of polygon/starred QuickShapes. It has no effect on ellipses and circles.

---

`{button ,KL('curved corners;tools,quickshape tool',0,`____No_Topics_Found`,`)}` **Related Topics**

## ▪ QuickShape Tool - Diameter Creation Button

▪

This button on the [QuickShape Tool Infobar](#) selects [Diameter Creation](#).

---

`{button ,KL('tools,quickshape tool',0,'____No_Topics_Found',`)} Related Topics`

## ▪ QuickShape Tool - Ellipse Button



Pressing this button on the [QuickShape Tool Infobar](#):

- changes all currently selected QuickShapes to ellipses,
- or, if no QuickShapes are currently selected, sets the tool default so the next QuickShape you draw will be an ellipse.

You can also use the [Ellipse Tool](#) to draw ellipses - you may find this more convenient to use.

---

`{button ,KL('ellipses',0,` ____ No_Topics_Found`,`)}` **Related Topics**

## ▪ QuickShape Tool - Mode Indicator

▪

This indicator on the [QuickShape Tool Infobar](#) displays the 'mode' of the tool. It shows one of the following:

**New:**

Changes made to the Infobar fields set the defaults for the tool (the settings that apply to all subsequent QuickShapes you draw).

**Change:**

The selection contains at least one QuickShape. Changes made to the Infobar fields are reflected in the selected QuickShape(s).

---

`{button ,KL('tools,quickshape tool',0,`____No_Topics_Found`,`)}` **Related Topics**

## ▪ QuickShape Tool - Number of Sides Field



The Number of Sides field on the [QuickShape Tool InfoBar](#) sets the number of sides for all the QuickShapes in the selection (excluding ellipses). If no QuickShapes are currently selected, it sets the default. The number of sides can be any value from 3 to 99.

To set the number of sides, either:

- type in a value and press RETURN,
- or choose a value from the drop-down list.

---

`{button ,KL('polygons',0,`___No_Topics_Found`,`)}` **Related Topics**

## ▪ QuickShape Tool - Polygon Button



Pressing the Polygon button on the [QuickShape Tool Infobar](#):

- changes all currently selected QuickShapes to polygons,
- or, if no QuickShapes are currently selected, sets the tool default so the next QuickShape you draw will be a polygon.

The [Rectangle Tool](#) can be used for drawing rectangles and squares. It draws QuickShapes, but does not require the setting of fields before the shape can be drawn.

---

`{button ,KL('polygons',0,`____No_Topics_Found`,`)}` **Related Topics**

## ▪ QuickShape Tool - Radius Creation Button

▪

This button on the [QuickShape Tool Infobar](#) selects [Radius Creation](#).

---

```
{button ,KL('circles',0,`____No_Topics_Found`,`)} Related Topics
```

## ▪ QuickShape Tool - Restore Edges Button

You can edit the edges of QuickShapes to make them curved. Click the Restore Edges button on the [QuickShape Tool Infobar](#) to straighten them again.

### Note

- This button affects only the sides of QuickShapes - it does not affect the corners.

---

`{button ,KL('polygons',0,`____No_Topics_Found`,`)}` **Related Topics**

## ▪ QuickShape Tool - Shape Parameters Field



These fields on the [QuickShape Tool Infobar](#) allow the accurate editing of QuickShape parameters. Choose the values to alter from the left hand field and alter the values by typing into the edit fields and pressing RETURN or use the arrow buttons.

---

{button ,KL('quickshapes',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## ▪ QuickShape Tool - Star Button



Pressing the Star button on the [QuickShape Tool Infobar](#):

- changes all currently selected QuickShapes polygons to star-shaped polygons,
- or, if no QuickShapes are currently selected, sets the tool default so the next QuickShape polygon you draw will be star-shaped.

You can click this button only when the Polygon button has been clicked.

---

`{button ,KL('quickshapes,star-shaped',0,`____No_Topics_Found`,`)}` **Related Topics**



## QuickShape Tool

The QuickShape Tool creates and edits [QuickShapes](#). For information about QuickShapes, see the [QuickShapes Overview](#). The QuickShape Tool can also be chosen using the [Line and Shape Pop-up Menu](#).

- **SHIFT+F2**

### QuickShape Tool Infobar Controls

-  [Mode Indicator](#)
-  [Radius Creation](#)
-  [Diameter Creation](#)
-  [Bounds Creation](#)
-  [Ellipse](#)
-  [Polygon](#)
-  [Star](#)
-  [Curved Corners](#)
-  [Restore Edges](#)
-  [Number of Sides](#)
- [Shape Parameters](#)

### QuickShape Tool Operations

- [Adding curved corners to polygons](#)
- [Adding curved corners to rectangles](#)
- [Changing curved corners on a polygon](#)
- [Changing curved corners on a rectangle](#)
- [Changing the number of sides of a polygon](#)
- [Drawing polygons](#)
- [Drawing star-shaped polygons](#)
- [Making a polygon star-shaped](#)
- [Moving QuickShapes](#)
- [Moving the star points on a star-shaped polygon](#)
- [Rotating ellipses](#)
- [Rotating rectangles](#)
- [Scaling and rotating polygons](#)
- [Scaling rectangles](#)
- [Rotating rectangles](#)
- [Scaling ellipses](#)
- [Warping the edges of polygons](#)

### Movies

- `{button ,EF("XaraDemo.exe", "ellipses Ellipses and Circles",1,`) } Drawing ellipses and circles`
- `{button ,EF("XaraDemo.exe", "oblong Rectangles and Squares",1,`) } Drawing rectangles and squares`
- `{button ,EF("XaraDemo.exe", "Regular QuickShapes",1,`) } Drawing QuickShapes`

## QuickShapes Overview

QuickShapes are 'intelligent' shapes created using the QuickShape, Rectangle and Ellipse Tools. QuickShapes are different from normal shapes as they are not simply a set of points connected by lines. For example, if you draw a polygon QuickShape and you drag one of its corners, all the other corners move simultaneously. QuickShapes also contain other useful features. For example you can add curved corners to any QuickShape and warp their straight edges.

- QuickShapes come in all shapes and sizes including ellipses, circles, rectangles, squares and polygons. Straight-sided QuickShapes can be made star-shaped too.

You can alter any QuickShape with the QuickShape Tool or the Selector Tool (if [edit handles](#) have been enabled, see [Enabling edit handles](#)).

### Drawing QuickShapes

- [Drawing ellipses and circles](#)
- [Drawing rectangles and squares](#)
- [Drawing polygons](#)
- [Drawing star-shaped polygons](#)

### Changing Ellipses and Circles

- [Changing an ellipse to a polygon](#)
- [Scaling ellipses](#)
- [Rotating ellipses](#)
- [Stretching ellipses](#)

### Changing Rectangles, Squares and Polygons

- [Changing a rectangle into an ellipse](#)
- [Scaling rectangles](#)
- [Rotating rectangles](#)
- [Adding curved corners to rectangles](#)
- [Changing curved corners on a rectangle](#)
- [Stretching rectangles](#)
- [Scaling and rotating polygons](#)
- [Changing the number of sides of a polygon](#)
- [Adding curved corners to polygons](#)
- [Changing curved corners on a polygon](#)
- [Warping the edges of polygons](#)
- [Warping the edges of rectangles](#)
- [Changing a polygon into an ellipse](#)
- [Moving the star points on a star-shaped polygon](#)
- [Making a polygon star-shaped](#)

- If you want to change a QuickShape so it can be edited as a shape built from straight and curved lines, you need to convert it to simple shapes. See [Converting QuickShapes to editable shapes](#).

### Movies

{button ,EF("XaraDemo.exe", "ellipses Ellipses and Circles",1,`) } Drawing ellipses and circles

{button ,EF("XaraDemo.exe", "oblong Rectangles and Squares",1,`) } Drawing rectangles and squares

{button ,EF("XaraDemo.exe", "Regular QuickShapes",1,`) } Drawing QuickShapes

## **RAS Export Dialog Box**

The Sun Raster export bitmap dialog box is opened by selecting **RAS** as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. For details of how to create a RAS file, see [Creating RAS files](#).

- [Bitmap Size](#)
- [Color Depth](#)
- [Area to Save](#)
- [Palette](#)
- [Dithering](#)



## Rectangle Tool - Bounds Creation Button

■

This button on the [Rectangle Tool Infobar](#) selects [Bounds Creation](#).

---

`{button ,KL('rectangles',0,`___No_Topics_Found`,`)}` **Related Topics**



## Rectangle Tool - Curved Corners Button

This button on the [Rectangle Tool Infobar](#) applies rounded corners to the currently selected rectangle [QuickShapes](#) or, if no QuickShapes are selected, it sets the rounded corners setting - this default applies when you next draw a rectangle.

---

`{button ,KL('rectangles,curved corners',0,`____No_Topics_Found`,`')}` **Related Topics**



## Rectangle Tool - Diameter Creation Button

■

This button on the [Rectangle Tool Infobar](#) selects [Diameter Creation](#).

---

`{button ,KL('rectangles',0,`____No_Topics_Found`,`)}` **Related Topics**



## Rectangle Tool - Mode Indicator

■

This indicator on the [Rectangle Tool Infobar](#) displays the 'mode' of the tool. It will display one of the following:

**New:**

Changes made to the Infobar fields will set the defaults for the tool (the settings will be used for all subsequent rectangular QuickShapes drawn).

**Change:**

The selection contains at least one rectangular QuickShape. Changes made to the Infobar fields will be reflected in the selected rectangle(s).

---

`{button ,KL('rectangles',0,`____No_Topics_Found`,`)}` **Related Topics**



## Rectangle Tool - Parameters Field

Width and height	2.73cm	←	→
	2.49cm	↓	↑

These fields on the [Rectangle Tool Infobar](#) allow the accurate editing of rectangular QuickShape parameters. Choose the values to alter from the left hand field and alter the values by typing into the edit fields and pressing RETURN or use the arrow buttons.

---

### Related Topics

[Rectangles](#)

[Units overview](#)

## ▪ Rectangle Tool - Radius Creation Button

▪

This button on the [Rectangle Tool Infobar](#) selects [Radius Creation](#).

---

`{button ,KL('rectangles',0,`____No_Topics_Found`,`')}` Related Topics



## Rectangle Tool **SHIFT+F3**

The Rectangle Tool creates and edits rectangular and square QuickShapes. It is a customized version of the QuickShape Tool. For information about QuickShapes, see the QuickShapes Overview.

### Rectangle Tool Infobar Controls

- [Bounds Creation](#)
- [Diameter Creation](#)
- [Radius Creation](#)
- [Mode Indicator](#)

Width and height ▾	2.73cm	◀▶
	2.49cm	▼▲

- [Parameters](#)
- [Curved Corners](#)

### Rectangle Tool Operations

- [Drawing rectangles and squares](#)
- [Changing a rectangle into an ellipse](#)
- [Adding curved corners to a rectangle](#)
- [Changing curved corners on a rectangle](#)
- [Rotating rectangles](#)
- [Scaling rectangles](#)
- [Stretching rectangles](#)

### Movie

{button ,EF("XaraDemo.exe", "oblong Rectangles and Squares", 1, `) } Drawing rectangles and squares

### Redrawing part of a line or shape

You can redraw any section of an existing [line](#) or [shape](#) using the Freehand & Brush Tool.

#### ■ **To redraw part of a line or shape**

1. Select the line (see [Selecting objects](#)).
2. Choose the Freehand & Brush Tool.
3. Place the pointer over the start of the section of the line you wish to redraw. The pointer shows a ~.
4. Drag the mouse to draw the replacement line section.
5. Release the mouse button when the redrawn section is complete. (Ensure the mouse pointer is over the line and the pointer shows a '~'.) If you get it wrong, just Undo and try again.

#### **Tips**

- QuickShapes can be redrawn using the Freehand & Brush Tool only if **Convert to Editable Shapes** (on the Arrange menu) has been applied first.
- To redraw part of a character in a text object, convert the text to editable shapes and Ungroup first (see [Ungrouping objects](#)).

#### [Movie](#)

{button ,EF("XaraDemo.exe","FreeEdit Editing Lines and Shapes with the Freehand Tool",1,"") } **Editing lines with the Freehand & Brush Tool**

---

#### **Related Topics**

[Freehand & Brush Tool](#)

[Freehand lines](#)

## Reducing the resolution of bitmaps and bitmap fills

If you have any [bitmap fills](#) in a drawing, you can reduce the size of the file by reducing the resolution of the bitmaps in the fills. This is useful if you are creating images for use on the Web. Images do not need to be displayed at more than 96 dpi and can often be much less. In a similar way if your document contains bitmaps that have been masked or converted to shapes, you can reduce their size by creating a new bitmap from them discarding any areas you cannot see.

### ■ To reduce the resolution of a bitmap fill

1. Select the object with the bitmap fill (see [Selecting objects](#)).
2. Choose the Fill Tool and make sure no fill handles are selected. (Click away from the fill handle if necessary.)
3. The [Fill Tool Infobar](#) now tells you the resolution of the bitmap. (If you reduce the size of the object you see the bitmap resolution go up as you would expect.)
4. From [Bitmap Effect & Plug-ins](#) on the Utilities menu choose **Bitmap Effects** then **Resize**.
5. The current bitmap will be shown in the dialog box. If not, select the correct one from the drop down list. The dialog box shows the current X and Y pixel size.
6. Enter a new pixel size, that is lower than the current size. Halving the size will halve the bitmap resolution. Keep the interpolate and lock aspect options selected.
7. Click **OK**. This inserts the new reduced resolution into the drawing.
8. Select the original shape that had the fill in, and then the Fill Tool again. On the Fill Tool Infobar is a drop down that lists all the bitmap contained in the current document. The one at the end of the list will be the resized version of the bitmap. It will say (resized) after it.
9. Select this resized bitmap from the list. This will exactly replace the old one.

**Note:** As this method uses interpolation when it reduces the size of the bitmap, the bitmap may look better on the screen than it did before.

### ■ To reduce the resolution by creating a new bitmap

1. Select the bitmap.
2. From the Arrange menu, choose **Create Bitmap Copy**.
3. In the dialog box, select the resolution you need. 96dpi will usually give the best results.
4. SHIFT-click the Create button to create the bitmap. Holding down SHIFT when you click creates the bitmap in the same place as the original bitmap.
5. Cut (CTRL+X) the new bitmap to the [clipboard](#).
6. Delete the original bitmap.
7. Press CTRL+SHIFT+V to paste the new bitmap back where it was.

This method works well on masked bitmaps as the areas you cannot see are no longer stored in the file.

---

## Related Topics

[Fill Tool](#)

## Remove a ClipView

ClipView lets you use an object as a "window" onto other objects. You see only those parts of other objects that are within the window. We call this creating a ClipView.

### ■ To remove a ClipView

1. Select only the ClipView - see [Selecting objects](#).
  -
2. Choose **Remove ClipView** on the Arrange menu. This restores the objects.

■

## Movies

```
{button ,EF("XaraDemo.exe",`ClipView Using ClipView',1,`) } Using ClipView
```

---

```
{button ,KL(`clipping',0,`____No_Topics_Found',`)} Related Topics
```

**Remove Feathering (Arrange Menu)**

This option lets you remove [feathering](#) from the selected objects - see [Feathering objects](#) or [Removing feathering](#).

### Removing Group Transparency

This separates objects currently joined as a [transparency group](#). It also removes any [transparency](#) effect currently applied to the group. (It has no effect on any transparency applied to the separate objects.)

- **To remove Group Transparency**

1. Select the transparency group.
2. From the Arrange menu, choose **Ungroup Transparency**.

#### Tips

- If you want to change an object inside a transparency group, you do not need to ungroup it. See [Select Inside](#).

---

{button ,KL('transparency',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics

### Removing a blend

If a [blend](#) does not give the desired effect, you can easily remove it.

- **To remove a blend**

1. Select the blend object (see [Selecting objects](#)).
2. Choose the [Blend Tool](#).
3. Click on the **Remove** button on the [Blend Tool Infobar](#).

**Tip**

- You can edit either of the end objects without having to remove the blend. See [Select inside](#) for details of how to select an end object in a blend.

---

`{button ,KL('blends;tools,blend tool',0,` ____ No_Topics_Found`,`')}` **Related Topics**

## Removing a brush stroke

Removing a [brush stroke](#) lets you use options such as a [dash pattern](#) or arrowheads.

- **To remove a brush stroke using the Freehand & Brush Tool**
  1. Select the line (see [Selecting objects](#)).
  2. Choose the [Freehand & Brush Tool](#).
  3. From the Select Brush drop-down list select **Normal line** (always the first option in the list).
- **To remove a brush stroke using the Line Gallery**
  1. Select the line (see [Selecting objects](#)).
  2. From the Utilities menu, choose [Line Gallery](#).
  3. Scroll in the gallery to the **New Brush Strokes** section.
  4. Double click on **Default stroke** (the first option).

---

{button ,KL('brush strokes',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### Removing a contour

If a [contour](#) does not give the desired effect, you can easily remove it.

- **To remove a contour**

1. Select the contour object (see [Selecting objects](#)). (See Note.)
2. Choose the [Contour Tool](#).
3. Click on the **Remove** button on the [Contour Tool Infobar](#).

### Notes

- You can also use the Contour Tool to select objects - [more details](#).

---

{button ,KL('contours',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### Removing a mold

If a mold does not give the required results, you can easily remove it.

■ **To remove a mold**

1. Select the mold object (see [Selecting objects](#)).
2. Choose the [Mold Tool](#).
3. Click the **Remove Mold** button on the [Mold Tool Infobar](#).

---

`{button ,KL('molds;tools,mold tool',0,'___No_Topics_Found','')}` **Related Topics**

### Removing a shadow

The Shadow Tool creates soft shadows, which fade out to totally transparent at the edges. This looks more realistic than a solid shadow.

- **To remove a soft shadow**

1. Select the object (see [Selecting objects](#)). (See Note.)
2. Choose the Shadow Tool.
3. Select the **No shadow** button on the [Shadow Tool InfoBar](#).

**Note:**

- You can also use the Shadow Tool to select objects - [more details](#).

---

### Related Topics

[Modifying shadows](#)

[Applying a shadow](#)

[Shadow Tool](#)

## Removing a stroke shape

Removing a [stroke shape](#) lets you use options such as a [dash pattern](#) or arrowheads.

- **To remove a brush stroke using the Freehand & Brush Tool**
  1. Select the line (see [Selecting objects](#)).
  2. Choose the [Freehand & Brush Tool](#).
  3. From the Select Shape drop-down list select **Constant** (always the first option in the list).
- **To remove a stroke shape using the Line Gallery**
  1. Select the line (see [Selecting objects](#)).
  2. From the Utilities menu, choose [Line Gallery](#).
  3. Scroll in the gallery to the **Strokes Shapes** section.
  4. Double click on **Constant** (the first option).

---

`{button ,KL('stroke shape',0,`___No_Topics_Found`,`)}` **Related Topics**

## Removing and restoring buttons

Removing and restoring buttons lets you customize Xara X's control bars to your personal preferences.

- 
- **To remove a button**  
ALT-drag the button and drop it away from all control bars.
- **To restore a removed button**
  1. Choose **Control Bars** from the *Window* menu.
  2. Scroll the list of control bars until you see the button palette listed.
  3. Click the check box next to it to display the button palette.
  4. ALT-drag the required button from the button palette back to the control bar.

---

`{button ,KL('control bars',0,`____No_Topics_Found`,`)}`} Related Topics`

## Removing a bevel

Bevels give objects an appearance of depth instead of being flat on the page.

### ■ To remove a bevel

1. Select the objects you want to remove the bevel from (see [Selecting objects](#)).
2. Choose the Bevel Tool.
3. Choose **None** from the Bevel Type list.

---

## Related Topics

[Applying a bevel](#)

[Modifying bevels](#)

[Bevel Tool](#)

### Removing bitmaps from a document

Unused [bitmaps](#) are automatically removed when you close the document. You can also manually remove a bitmap if you are running low on memory.

- **To remove a bitmap from a document**
  1. From the Utilities menu, choose **Bitmap Gallery**.
  2. Select the bitmap you want to delete.
  3. Click the **Delete** button in the gallery.

#### Tip

- Deleting a bitmap from a document using **Delete** on the Edit menu will not remove it from the document completely. It will remain in the Bitmap gallery until you delete it or save the document.

---

#### Related Topics

[Bitmaps overview](#)

[Bitmap Gallery](#)

### Removing blend from a curve

You can easily remove a blend from a curved line or shape.

- **To remove text from a curve**

1. Select the blend (see [Selecting objects](#)).
2. Select the [Blend Tool](#).
3. Deselect the **Blend along a curve** button.

#### Tip

- You can still edit the blend when it is on a curve. You can also reshape the curve without removing the blend.

---

{button ,KL('blends',0,` \_\_\_\_No\_Topics\_Found`,`)} Related Topics

### Removing feathering

If [feathering](#) does not give the desired effect, you can easily remove it.

- **To remove feathering**

1. Select the feathered object (see [Selecting objects](#)).
2. On the [Feathering Control Bar](#) set the slider to **0**.

---

{button ,KL('feathering',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics

### Removing objects from groups

If you have several objects in a group, you can remove one of them without ungrouping them all.

- **To remove an object from a group**

1. Choose the Selector Tool.
2. CTRL-click on the object in the group you want to remove.
3. From the Edit menu, choose **Delete** (or **Cut** if you want to move the object to the clipboard).

**Tip**

- CTRL-click on an object selects it even if it is inside another object (such as a group). This is called select inside.

---

{button ,KL('selecting,objects',0,`\_\_\_\_No\_Topics\_Found`,`')}} **Related Topics**

## Removing plug-ins

Plug-ins let you extend the range of effects you can apply to bitmaps.

### To remove plug-ins

1. Choose **Options** on the Utilities menu.
2. Click the Plug-ins tab.
3. Click on the folder of plug-ins you want to remove
4. Click **Remove**.

---

### Related Topics

[Installing plug-ins](#)

[Bitmap effects plug-ins](#)

### Removing text from a curve

If you decide you no longer require some text to follow a curved line, you can easily remove it.

- **To remove text from a curve**

1. Select the text object (see [Selecting text objects](#)).
2. From the Arrange menu, choose **Remove Text From Curve**.

#### Tip

- You can still edit text when it is on a curve. You can also reshape the curve without removing the text.

---

{button ,KL('text objects,fitted to curves',0,`\_\_\_\_No\_Topics\_Found`,`')} **Related Topics**

### Removing transparency

If you have made an [object](#) transparent using the Transparency Tool, you can make it solid again by removing the transparency.

■ **To remove the transparency from an object**

1. Select the transparent object (see [Selecting objects](#)).
2. Choose the [Transparency Tool](#).
3. Choose **No Transparency** from the drop-down list on the [Transparency Tool Infobar](#).

---

{button ,KL('transparency,applying;tools,transparency tool',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### Removing web addresses from objects

If you have added a [web address](#) to an object, you can easily remove it.

■ **To remove a web address from an object**

1. Select the object (see [Selecting objects](#)). You can select more than one.
2. From the Utilities menu, choose **Web Address**.
3. Click the **Remove** button.

---

`{button ,KL('web addresses',0,`____No_Topics_Found`,`')}` **Related Topics**

### Rename Color Dialog Box

With the Rename Color dialog box you can change the name of a named color. For more details, see [Renaming named colors](#).

To open it, either:

- click the **Rename** button in the Color Gallery,
- or select **Rename** from the [Color Editor menu](#).

---

`{button ,KL('color gallery overview',0,`___No_Topics_Found`,`')}` **Related Topics**

## Renaming layers

You can easily rename a [layer](#) using the [Layer Gallery](#).

### ■ To rename a layer

1. From the Utilities menu, choose **Layer Gallery**.
2. In the Layer Gallery, click on the layer you want to rename.
3. Click the **Properties** button to open the Layer Properties dialog box.
4. In the dialog box, change the name.

### Note:

Layers **MouseOff**, **MouseOver**, **MouseDown**, **Selected** and **BackBar** are used by the [Button & NavBar Tool](#). We do not recommend renaming these layers as this could affect [navigation bar](#) creation. For more information on bar creation see [Creating Navigation Bars](#).

---

`{button ,KL('layers',0,`____No_Topics_Found`,`)}` Related Topics

### Renaming named colors

You can easily rename a named color using the Color Gallery.

■ **To rename a color**

1. From the Utilities menu, choose **Color Gallery**.
2. Select the color you want to rename.
3. Click the **Rename Color** button in the gallery.
4. Type the new name and click **Rename**.

---

{button ,KL('color gallery overview',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### Reordering frames

Moving [frames](#) up or down in the [Frame Gallery](#) changes the frame sequence of the [animated GIF file](#).

- **To reorder frames**

1. From the Utilities menu, choose **Frame Gallery**.
2. The frames are all shown in reverse order (last frame at the top). To move a frame, drag it and drop it at its new position in the list. As you drag, the mouse pointer shows whether the frame will be placed above or below the frame the pointer is over.

---

`{button ,KL('frames',0,`___No_Topics_Found`,`')}` **Related Topics**

### **Reordering gallery sections**

You may prefer to have the sections of the Fill, Clipart and Font Galleries in a different order.

- **To reorder a gallery section**

1. Drag the title of the section in the gallery to its new position. The mouse pointer shows where the section will be positioned.

#### **Tips**

- You can also reorder items within each section. See [Reordering items in a gallery](#).

### Reordering items in a gallery

Items in galleries can often be reordered simply by dragging the items within the gallery. The gallery contents can also be sorted from the Gallery Sort dialog box accessible from the Options button.

#### Tips

- You can also reorder sections within the galleries. See [Reordering gallery sections](#).
- Moving layers in the Layer Gallery alters the stacking of layers.
- Moving frames in the Frames Gallery alters the sequence of frames in an animation.
- You can sort the Color Gallery, the Font Gallery, the Fill Gallery and the Clipart Gallery.
- If you sort the Font Gallery by Font Type, set the Secondary key to **Font Name**.

## Reordering layers

Moving layers up or down in the Layer Gallery changes the stacking order of the layers. Objects in the top layer in the Layer Gallery appear on top of objects in other layers.

- **To reorder layers**

1. Choose **Layer Gallery** from the Utilities menu to open the Layer Gallery.
2. The layers are all shown in order. To move a layer, drag it and drop it at its new position in the list. As you drag, the mouse pointer shows whether the layer will be placed above or below the layer the pointer is over.

### Tip

- Layers in the Background section are non-printing.
- The guides layer is always non-printing.

---

{button ,KL('layers',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics

## Reshaping envelope molds

Envelope molds are controlled using four mold handles around the object, each of which has two curve handles attached to it which allow you to alter the curvature of the sides of the envelope. Changing the envelope is very similar to editing a shape with the Shape Editor Tool.

### ■ **Moving a mold handle**

1. Select the molded object (see [Selecting objects](#)).
2. Choose the Mold Tool, Shape Editor Tool or the Selector Tool. If you choose the Selector Tool, you must enable edit handles (see [Enabling edit handles](#)).
3. Drag the handle to its new position (If several handles are selected, they will all move simultaneously. SHIFT-click to select additional handles).

### ■ **Moving a mold curve handle**

1. Select the molded object.
2. Choose the Mold Tool, Shape Editor Tool or the Selector Tool. If you choose the Selector Tool, you must enable edit handles (see [Enabling edit handles](#)).
3. Click on a mold handle to select it (two mold edit handles will appear).
4. Drag the curve handles to alter the curvature of the side of the mold.

### **Tips**

- You can edit a mold without your changes being reflected until you have the required shape. Click the **Detach Mold** button on the [Mold Tool Infobar](#) and make your changes. Deselect the button to remold the object.
- The **Mesh** button on the Infobar displays a mesh over the selected molds which you may find helpful to visualize the mold shape.

### Reshaping perspective molds

Perspective molds are controlled using four mold handles, one on each corner. To reshape the mold either move these handles or drag one of the two 'vanishing points'.

#### ■ **To reshape a perspective mold**

1. Select the molded object (see Selecting objects).
2. Choose the Mold Tool, Shape Editor Tool or the Selector Tool. If you choose the Selector Tool, you must enable edit handles (see Enabling edit handles).
3. Drag the handle (or vanishing point) to its new position. If several handles are selected, they will all move simultaneously. SHIFT-click to select additional handles.

#### **Tips**

- To edit a mold without your changes being reflected until you have the required shape, click the **Detach Mold** button on the Mold Tool Infobar and make your changes. Deselect the button to remold the object.
- You can place a mesh (like a grid) over the selected molds by clicking the **Mesh** button on the Infobar.

### Reshaping text on a curve

When you have text on a curve, you can still edit the curve. You don't need to remove the text first.

■ **To reshape text on a curve**

1. Select the text object (see [Selecting objects](#)).
2. Choose the [Shape Editor Tool](#).
3. The line (or shape) will become selected and you can then reshape it as normal (see [Changing curved lines and shapes](#)).

---

{button ,KL('text objects,fitted to curves',0,`\_\_\_\_No\_Topics\_Found`,`')} Related Topics

### Resizing column text

Once you have a column text object in a document, you can change its width to reformat it to a different size.

#### ■ **To resize column text**

1. Select the text object (see [Selecting text objects](#)).
2. Choose the [Text Tool](#).
3. Drag either of the margin handles on either side of the column.

#### **Tip**

- To constrain the angle of the lines of text to the constrain angle, hold down CTRL as you drag the handle. See also [Changing the constrain angle](#).
- To rotate the text column as you resize it, hold down SHIFT.

---

{button ,KL('column text',0,`\_\_\_\_No\_Topics\_Found`,`)} **Related Topics**

### Returning to the previous zoom

Often you want to zoom into a particular part of a document and then return to the previous zoom value. Alternatively you might zoom out to view the entire drawing then return to the previous zoom value.

- **To return to the previous zoom**

1. Click the **Previous zoom** button on the control bars

#### Tips

- You can toggle between the two zoom values to zoom in and out onto your document.
- You can also choose **Previous** from the Zoom drop-down menu on the control bars. (See [Zoom Magnification](#).)
- **Previous Zoom** is also available on the Zoom Tool and Push Tool Infobars.

---

{button ,KL('zooming;tools,zoom tool',0,` \_\_\_\_No\_Topics\_Found`,`)}} Related Topics

## Reverse Text On Curve

- CTRL+SHIFT+R

Reverse Text On Curve on the Text Pop-up Menu flips text fitted to a curve so that the text is on the other side of the curve.

This is particularly useful when fitting text to a circle because it lets you fit the text to either the inside or the outside of the circle.

---

{button ,KL('text objects,fitted to curves',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### Reversing the direction of a line

Sometimes you want to reverse the direction of a line so the start becomes the end and vice versa. Examples are:

- To move an arrow head to the other end of the line (see Notes).
- If you are using a directional brush pattern and you want the pattern to run the opposite way.
- **To reverse the direction of a line**

1. Select the line or object (see [Selecting objects](#)).
2. Choose the [Shape Editor Tool](#).
3. Click the **Reverse path** button on the [Shape Editor Tool Infobar](#).

#### Notes:

- You can also swap arrow heads and tails using the [Line Gallery](#). The easiest way is to drag the required arrow head to the end of the line (or tail to the start of the line).
- Reversing the line does not alter its shape. If you want to flip (mirror) a line, use the Flip buttons on the [Selector Tool](#).

---

`{button ,KL('line',0,`___No_Topics_Found`,`)}` **Related Topics**

### Reversing text on a curve

Sometimes you may want to fit text to the opposite side of the curved line or shape.

- **To reverse text on a curve**

1. Right-click on the text object to open the pop-up menu.
2. From the menu, choose **Reverse Text on Curve**

This can also be described as "moving the text onto the other side of the curve".

---

{button ,KL('text objects,fitted to curves',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### Rotating column text

Once you have a column [text object](#) in a document, you can rotate it using the Text Tool.

#### ■ To rotate column text

1. Select the text object (see [Selecting text objects](#)).
2. Choose the [Text Tool](#).
3. SHIFT-drag either of the margin handles on either side of the column.

#### Tips

- To constrain the angle of rotation to the constrain angle, hold down CTRL. See also [Changing the constrain angle](#).
- You can also rotate text objects using the Selector Tool (see [Rotating objects](#)).

---

`{button ,KL('column text',0,`____No_Topics_Found`,`)}`` **Related Topics**

## Rotating ellipses and circles

After creating an ellipse or circle you can easily change the angle it slopes at.

### ■ To rotate an ellipse

1. Select the ellipse (see [Selecting objects](#)).
2. Choose the [Ellipse Tool](#) or the [QuickShape Tool](#)
3. SHIFT-drag a handle to rotate and scale the ellipse.

### Tips

- As you rotate the ellipse it will also scale, if you do not want it to scale, hold down CTRL too.
- Ellipses can also be rotated using the Selector Tool - see [Rotating objects](#).
- You can also rotate an ellipse using the drop-down list on the [Ellipse Tool Infobar](#) or the [QuickShape Tool Infobar](#). Choose **Rotation** from the list and change the angle on the right (in degrees).

---

{button ,KL('ellipses',0,` \_\_\_\_ No\_Topics\_Found`,`)} **Related Topics**

### **Rotating objects**

Objects can be rotated about their center or about a movable transformation center (see Moving the transformation center):

#### **What do you want to do?**

- Rotate objects by dragging
- Rotate objects accurately

### **Rotating objects accurately**

This method of rotating [objects](#) lets you specify a precise angular rotation.

#### ■ **To rotate objects accurately**

1. Select the objects (see [Selecting objects](#)).
2. Choose the [Selector Tool](#).
3. Enter the required rotation in the **Rotation** field on the [Selector Tool Infobar](#) and press RETURN.

#### **Tips**

- You can also use the arrow buttons on the **Rotation** field on the Infobar to rotate the selection in small increments.
- The objects will rotate around the [transformation center](#).

## Rotating objects by dragging

This is an easy way of rotating objects as you can see the results as you drag.

### ■ To rotate objects by dragging

1. Select the object or objects.
2. Ensure the selection handles are in rotate/skew mode (see Switching selection handle mode).
3. Either
  - drag the corner selection handles to rotate the selection around the transformation center,
  - or SHIFT-drag the corner selection handles to rotate the selection about its center.

### Tips

- CTRL-drag to constrain the angle of rotation. See Changing the constrain angle.
- To leave copies of the object as you rotate it, drag as normal, but click the right mouse button where you want each copy (or press '+' on the numeric keypad).
- To rotate the object but not any fill applied to it, press and release NumPad '-' during the drag. This is useful if you want to rotate an object with a bitmap fill and not rotate the bitmap.

### Movie

{button ,EF("XaraDemo.exe","SelHands.avi Selection Handles",1,')} Using selection handles

---

{button ,KL('objects,selecting;selector tool;tools,selector tool',0,`\_\_\_No\_Topics\_Found`,`')} Related Topics

## Rotating rectangles

The QuickShape and Rectangle Tools provide with an easy way of rotating a rectangle.

### ■ To rotate a rectangle

1. Select the rectangle (see [Selecting objects](#)).
2. Choose the [Rectangle Tool](#) or the [QuickShape Tool](#).
3. SHIFT-drag a corner handle to rotate the rectangle.

### Tips

- As you rotate the rectangle it will also scale, if you do not want it to scale, hold down CTRL too.
- Rectangles can also be rotated using the Selector Tool - see [Rotating objects](#).
- You can also rotate a rectangle using the drop-down list on the [Rectangle Tool Infobar](#) or the [QuickShape Tool Infobar](#). Choose **Rotation** from the list and change the values in the fields on the right.

---

{button ,KL('rectangles',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics

### Rotating the contents of a mold

This lets you rotate the object inside the [mold](#) without changing the mold shape.

- **To rotate the contents of a mold**

1. Select the mold (see [Selecting objects](#)).
2. Choose the [Mold Tool](#).
3. Click the **Rotate Mold** button on the [Mold Tool Infobar](#) to rotate the contents of the mold by ninety degrees.

---

{button ,KL('molds;tools,mold tool',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### Ruler Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a ruler, it contains the following options:

- Delete All Guidelines                      Deletes all the guidelines in the document.
- New Guideline                              Creates a new guideline, see [Guideline Properties dialog box](#).
- Guide Layer Properties                  Opens the [Guide Layer Properties dialog box](#).
- Grid and Ruler Options                Opens the [Grid and Ruler Options](#).

---

{button ,KL('pop-up menus',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics



## Rulers (Window Menu) CTRL+L

Rulers on the Bars submenu of the Window menu shows or hides the [rulers](#).

---

{button ,KL('rulers',0,`\_\_\_\_\_No\_Topics\_Found`,`)} Related Topics

- **Save (File Menu) CTRL+S**

**Save** saves the current document to a XAR file. The current document is saved to the same file that it was opened from or saved to. If the document is a new document that has not yet been saved, the Save As dialog box will appear asking what file name you would like to use and where you want to save the file.

---

`{button ,KL('saving documents',0,`____No_Topics_Found`,`)} Related Topics`

- **Save All (File Menu)**

**Save All** is equivalent to selecting **Save** for each loaded document.

---

`{button ,KL('saving documents',0,`____No_Topics_Found`,`)}` **Related Topics**

▪ **Save As (File Menu)**

.Save As dialog box allows you to save the current document in a named file. The new file can simply be another file in the same folder or you can change the drive and folder so the document is saved in a completely different place. If you want to save the document in a different format use **Export** on the File menu.

If you click on a XAR or WEB file, you will see a preview of it in the dialog box (if the file contains a preview).

If you are editing a drawing which is embedded in a document in another program, this menu item will read **Save Copy As**. Selecting it allows you to save a copy of the drawing to disk without affecting the way it is embedded in the document in the other program.

**Show preview bitmap**

Select this option to preview files as you click their name.

---

{button ,KL('saving documents',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

**Save Template Dialog box**

Most of the options in this dialog box are standard to Windows Save dialog boxes.

The folder you select in this dialog box is where Xara X looks for templates. If you select a different folder, Xara X will not see any templates stored in the old folder. For this reason we suggest always using the default folder.

**Save as Type**

Xara X Template is the only option. To save your drawing in other formats use [Save As](#) or [Export](#).

**Show preview bitmap**

Select this option to preview files as you click their name.

**Use as default template**

Xara X has two default templates: one for normal drawings and the second for animated GIFs and Internet graphics. Select this option to make this document either the normal drawing default or the animated GIF default (depending on which template you originally used for this document). See [Creating new documents](#) for details of opening drawing and animated documents.

- **Save Template (File Menu)**

You can use [template documents](#) to create different types of document. Xara X includes two templates; one for normal drawings and one for animated GIFs. You can create your own custom templates. Templates appear in the **New** submenu on the File menu. See [Creating new documents](#) for more details.

---

`{button ,KL('template document',0,`____No_Topics_Found`,`)}` **Related Topics**

### **Saving bitmaps from a document**

You can save out any [bitmap](#) that is in a document.

#### ■ **To save a bitmap from a document**

1. From the Utilities menu, choose **Bitmap Gallery**.
2. Select the bitmap you want to save.
3. Click the **Save** button.

#### **Tips**

- You cannot make any changes to the color or size of the bitmap.
- This covers exporting an existing bitmap. You can also export any part of your document as a bitmap. See [Creating bitmaps](#).

---

{button ,KL('bitmap gallery,bitmap gallery overview',0,`\_\_\_No\_Topics\_Found`,`)} **Related Topics**

### **Saving documents to disk**

Documents are saved by writing them to disk. The first time you save a document, you must give it a name and say which folder to save it in. For subsequent saves Xara X remembers the document name and folder.

#### ■ **To save a document**

1. Make sure the document you wish to save is the current document. If it is not, click on it.
2. From the File menu, choose **Save**.

If you have not saved the document before, the Save As dialog box appears. You can then name the document and specify which folder to save it in.

#### **Tips**

- To save a document using a different name, choose **Save As** from the File menu. This lets you create backups of your documents.
- To save the document in a different file format, use **Export** on the File menu.

- **Scaling Options**

To open the Scaling Options, choose **Options** from the Utilities menu and click on the Scaling tab. The scaling options control how your document is scaled. See [Setting a scale factor](#) for more information.

**Use Scale Factor**

You can use a scaling factor in documents so all the measurements you see on the screen are scaled.

**Drawing to Real World**

These two fields are only available if the above option has been selected. Values should be entered here to set the scale factor of the document. For example 1cm to 1km.

## Scaling and rotating polygons

You can use the QuickShape Tool to scale and rotate polygons.

### ■ To scale and rotate polygons

1. Select the polygon (see [Selecting objects](#)).
2. Choose the [QuickShape Tool](#)
3. Drag one of the outer handles. The polygon scales and rotates about its center.

### Tips

- To just scale the shape, CTRL-drag towards or away from the center of the shape.
- To just rotate the shape, hold down CTRL and drag the handle radially.
- You can also resize and rotate a polygon using the drop-down list on the [QuickShape Tool Infobar](#). Choose **Size and Rotation** from the list and change the values in the fields on the right.
- You can also rotate and scale objects using the Selector Tool . See [Rotating objects](#) and [Scaling objects](#).

---

{button ,KL('polygons',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## Scaling bitmaps

You can use the Bitmap Effects dialog box to resize bitmaps. If you select the Linear Interpolation option, the results will be of higher quality than if you scale the bitmap using the Selector Tool as this option scales the bitmap more intelligently.

### ■ To scale a bitmap

1. Select the bitmap (see [Selecting objects](#)).
2. From [Bitmap Effects & Plug-ins](#) on the Utilities menu, choose **Bitmap Effects**.
3. Choose **Resize**.
4. Enter the new size.
5. Click the Insert button to insert the new, altered bitmap into the document.

### Tips

- In most cases it is easier to use the Selector Tool to resize objects (see [Scaling Objects](#)). However in some cases you may need to alter the actual bitmap. (For example, to reduce the memory needed.)
- To keep the bitmap the same shape, select the **Lock Aspect Ratio** option.
- You can also select a bitmap in the Bitmap Gallery and then click the **Plug-ins** button on the Gallery.
- If you want to remove the original bitmap from your document, you can delete it in the Bitmap Gallery.

## Scaling ellipses

You can scale ellipses easily using the QuickShape Tool or the Ellipse Tool.

### ■ **To scale an ellipse**

1. Select the ellipse (see [Selecting objects](#)).
2. Choose the [Ellipse Tool](#) or the [QuickShape Tool](#).
3. Drag a handle on the ellipse.

### Tips

- To keep the ellipse the same shape, hold down SHIFT.
- To resize the ellipse without it rotating or stretching, hold down CTRL.
- You can scale ellipses with the Selector Tool - see [Scaling objects](#).
- You can also resize an ellipse using the drop-down list on the [Ellipse Tool InfoBar](#) or the [QuickShape Tool InfoBar](#). Choose **Width and Height** from the list and change the values in the fields on the right.

---

{button ,KL('ellipses;tools,quickshape tool;tools,ellipse tool',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## Scaling objects

Objects can be scaled either by dragging with the mouse or more accurately using the controls on the Selector Tool Infobar. To stretch an object, you just need to drag the side handles so the object scales in one direction. Alternatively selected objects can auto-scale other objects (for example changing the text on a button might auto-scale the other parts of the button). You can also use contours to make objects thicker or thinner and so change their scale.

### Note on scaling bitmaps:

When you resize a bitmap, Xara X smooths (interpolates) between the individual pixels to give a smooth look to the bitmap. Usually this gives the best result. However you might not want this effect - in this case you can turn off smoothing for either all bitmaps in the document or a single bitmap.

### What do you want to do?

- [Scale objects by dragging](#)
- [Scale objects accurately](#)
- [Resizing using contours](#)
- [Linked stretching \(auto-scaling objects\)](#)

### Scaling objects accurately

This method of scaling objects gives you precise size control.

#### ■ **To scale objects accurately**

1. Select the object(s) to be scaled (see Selecting objects).
2. Enter the required scaling (%) in the **Scaling** field on the Selector Tool Infobar and press RETURN.

#### **Tips**

- To lock or unlock the aspect ratio of the selection click the **Aspect Ratio Lock** button on the Infobar.
- To force line thicknesses in the selection to increase/decrease with the scaling click the **Scale Line Width** button on the Infobar.
- If you stretch an object containing a circular fill, the fill will change to an elliptical fill, but an undo will not revert this change - the fill will remain elliptical.
- You can also enter values in the **Dimensions** field on the Infobar and press RETURN.
- You can also use the arrow buttons on the Scaling Field on the Infobar to change the scaling in small increments.
- When you resize a bitmap, Xara X smooths (interpolates) between the individual pixels to give a smooth look to the bitmap. Usually this gives the best result. However you might not want this effect - in this case you can turn off smoothing for either all bitmaps in the document or a single bitmap. The difference between smoothed and unsmoothed.

#### **Note:**

- The size of feathering does not change when you scale objects.

## Scaling objects by dragging

This is an easy way of [scaling](#) objects as you can see the results as you drag.

### ■ To scale objects by dragging

1. Select the objects to be scaled (see [Selecting objects](#)).
2. Ensure [selection handles](#) are in [Scale Mode](#) (see [Switching selection handle mode](#)).
3. Either
  - drag a corner selection handle to scale away from the opposite corner,
  - or SHIFT-drag a corner selection handle to scale around the center,
  - or drag a side selection handle to stretch in one direction,
  - or SHIFT-drag a side selection handle to stretch in both directions.

### Tips

- If you select the [Aspect Ratio Lock button](#) on the [Selector Tool Infobar](#), the [aspect ratio](#) of the selected object is locked when you scale using the corner handles.
- To leave copies of the object as you scale it, drag as normal, but click the right mouse button where you want each copy (or press '+' on the numeric keypad).
- To force line thicknesses in the selection to increase/decrease with the scaling click the [Scale Line Width Button](#) on the Infobar.
- To scale the object but not any fill applied to it, press and release '-' on the numeric keypad during the drag. This is useful if you want to scale an object with a bitmap fill and not scale the bitmap.
- If you stretch an object containing a circular fill, the fill changes to an elliptical fill. Undo does not revert this change - the fill remains elliptical.
- When you resize a bitmap, Xara X smooths (interpolates) between the individual pixels to give a smooth look to the bitmap. Usually this gives the best result. However you might not want this effect - in this case you can turn off smoothing for either [all bitmaps](#) in the document or a [single bitmap](#). [The difference between smoothed and unsmoothed](#).

### Note:

- The size of [feathering](#) does not change when you scale objects.

### Movie

{button ,EF("XaraDemo.exe","SelHands.avi Selection Handles",1,")} Using selection handles

---

{button ,KL('selector tool',0,`\_\_\_\_No\_Topics\_Found',')} Related Topics

## Scaling rectangles

The QuickShape and Rectangle Tools provide with an easy way of scaling a rectangle.

### ■ **To scale a rectangle**

1. Select the rectangle (see Selecting objects).
2. Choose the QuickShape Tool or the Rectangle Tool.
3. Drag one of the corner handles to move it.

### **Tips**

- If you want to scale the rectangle away from a corner or side, just drag an opposite corner. You can use CTRL to lock the width, height or aspect ratio.
- To scale and rotate the whole shape at once, SHIFT-drag. This scales the shape around its center.
- To scale the whole shape without it rotating, CTRL+SHIFT-drag.
- You can also resize a rectangle using the drop-down list on the Rectangle Tool Infobar or the QuickShape Tool Infobar. Choose **Width and Height** from the list and change the values in the fields on the right.

---

{button ,KL('rectangles',0,`\_\_\_\_No\_Topics\_Found`,`)} **Related Topics**

### **Scrollbars (Window Menu)**

**Scrollbars** on the Bars submenu of the Window menu allows the scrollbars around the Xara X window to be turned on and off. When it is set, the scrollbars are enabled, otherwise they are not.

Normal mode and full screen mode store this setting separately, so you could have the scrollbars enabled in normal mode, but not in full screen mode.

---

**{button ,KL('scrollbars',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics**

### Searching a gallery

Several Galleries contain many items. You can easily search for the items you want.

- **To search a gallery**

1. Click the Options button in the gallery.
2. Choose **Find** from the menu to open the Gallery Find dialog box.
3. Type in the text to search for.
4. Choose whether you wish to search just the names and keywords.
5. Click the **Find First** button to find the first match.

Click the **Find Next** button to continue searching.

#### Tip

- For more information on the options, click the Help button in the dialog box.

---

`{button ,KL('galleries',0,`___No_Topics_Found`,`)} Related Topics`

- **Select All (Edit Menu) CTRL+A**

**Select All** selects (see [selection](#)) all visible, editable [objects](#) in the current [document](#). For more details on selecting objects, see [Selecting objects](#).

**Note**

- Pressing CTRL+A when using the Text Tool selects all the characters in the text object.

**Select All Points**

This item on the Point Handle Pop-up Menu selects all the point handles on all the selected lines and shapes.

**Select End Frame (Control Bars)**

Clicking this button selects the last frame in the animation - the one shown at the top of the [Frame Gallery](#).

**Select Next Frame (Control Bars)**

Click this button to select the frame after the current one. This is equivalent to clicking on the frame above the current one in the [Frame Gallery](#).

**Select Previous Frame (Control Bars)**

Click this button to select the frame before the current one. This is equivalent to clicking on the frame below the current one in the [Frame Gallery](#).

**Select Start Frame (Control Bars)**

Clicking this button selects the first frame in the animation - the one shown at the bottom of the [Frame Gallery](#).

### Selecting a member of an object

Xara X has a special form of Select Inside which allows you to select a particular member of a compound object as opposed to the normal select inside which will always select the actual object you click on. With select member, a click selects the object inside the compound object which contains the clicked object. If that object is a compound object, another click will select a member in that object and so on. When the last selected object is not a compound object the next click will select the outermost object again.

#### ■ To select a member of an object

1. Choose the Selector Tool (see [Selecting objects](#)).
2. Place the mouse pointer over the member of the compound object.
3. Either:
  - CTRL+ALT-click to select the member object,
  - or CTRL+ALT+SHIFT-click to swap the member object between selected and not selected.

If the required member object is deeper inside the object, repeat step 3.



CTRL+ALT-click to select the next member of the selected object.

#### Notes

- When any selected object is inside another one the status line shows, for example "2 shapes selected ("inside")"
- Some operations are unavailable when any selected object is inside another one.

---

{button ,KL('tools,selector tool',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics

### Selecting a single object

Selecting an [object](#) is usually the first step in changing one or more of its [attributes](#).

- **To select a single object**

1. Choose the [Selector Tool](#) (see Tips).
2. Click on the [object](#).



Click to select the object under the mouse pointer

#### Tip

- Often you don't need to select an object. For example, you can change its color by drag-and-dropping the color from the Color Line.
- When selecting [navigation bars](#) and [rollovers](#) we recommend using the [Button & NavBar Tool](#). See [Selecting navigation bar objects](#).

---

{button ,KL('tools,selector tool;selector tool',0,'\_\_\_No\_Topics\_Found','')} **Related Topics**

### Selecting a single point handle

You need to select a [point handle](#) before you can delete it or move it to reshape the line or object.

#### ■ **To reshape a single point handle**

1. Select the line or shape.
2. Choose the [Shape Editor Tool](#) or the [Pen Tool](#) (you can also use the Selector Tool, see tip).
3. Click on the point handle on the selected line or shape.

#### **Tip**

- You can use the [Selector Tool](#) if you have enabled edit handles. See [Enabling edit handles](#).

### Selecting all objects

This is a quick way to select all the [objects](#) in your document. See [Selecting objects](#) for details of how to select individual objects.

- **To select all objects**

1. From the Edit menu, choose **Select All**.

### Notes

- When creating animations: to select all objects in all frames, click **All Visible** and **All Editable** in the Frame Gallery. See [Frame Gallery](#) for details.

### Selecting all point handles

When you are using the Shape Editor Tool to alter a line or shape, you can select all the point handles on the line.

- **To select all point handles on a line or shape**

1. Select the line or shape.
2. Choose the Shape Editor Tool.
3. CTRL-SHIFT-click on a deselected point handle.

#### Tips

- If you select all the point handles on a line, you can smooth it. See [Smoothing lines and shapes](#).
- You can select all the points on a line or shape quickly by right-clicking on the line or shape to open the pop-up menu and choosing **Select All Points**.

### Selecting characters in text objects

This lets you select one character from a line of text.

- **To select a character in text objects**
  1. Choose the Selector Tool.
  2. Click on the text object to select it.
  3. Either:
    - CTRL-click on the character,
    - or ALT+CTRL-click on the character twice. The first click selects the line, the second click selects the character.

#### Tips

- You can also select a character by selecting a region of the text object with only one character in it. See [Selecting part of a text object](#).
- When a text character is selected, the [Text Tool InfoBar](#) shows the attributes applied to it.
- A selected region of text remains selected even after a tool other than the Text Tool has been chosen. This makes it simple to apply fills and transparency to selected text regions.

### Selecting difficult objects

If you are having trouble selecting an object, you may like to try the following:

- Zoom in on the object so you can click more accurately. See [Zooming in and out](#).
- Lower the quality setting to outline and click
- If the object is the back object in a blend with many steps, try using a high-zoom on the tiny section of the back object still visible.

If you want to select objects that are on top of other objects, marquee-selection (see [Selecting several objects](#)) may move the other objects. Using SHIFT-drag forces select rather than move.

### Selecting items in a gallery

Galleries allow you to perform operations on their contents (for example deleting [named colors](#)). Before these operations can be applied, the items in the gallery must be selected. Selected items are highlighted.

- **Selecting a Single Item**

1. Click on the item

- **Selecting Several Items**

1. Click on the first item
2. CTRL-click on each subsequent item

- **Selecting a Block of Items**

1. Click on the first item in the block
2. SHIFT-click on the last item in the block. This selects all items between the first and last.

---

{button ,KL('galleries',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics

### Selecting lines of text in text objects

This lets you select a single line of text in a [text object](#).

#### ■ To select a line of text

1. Choose the [Text Tool](#).
2. Place the pointer over the line of text.
3. Triple-click.

#### Tips

- When a region of text is selected, the [Text Tool Infobar](#) shows the attributes applied to the region.
- A selected region of text remains selected even after a tool other than the Text Tool has been chosen. This makes it simple to apply fills and transparency to selected text regions.
- You can also use the Selector Tool. Click on the text object to select it, then ALT+CTRL-click on the line to select it inside.
- In the Text Tool click in the text object. Then press CTRL+L to select all characters in the current line. See the [List of Text Tool keyboard shortcuts](#) for a complete list.

---

{button ,KL('text objects,selecting',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### Selecting navigation bar objects

We recommend using the Button & NavBar Tool to select navigation bar objects, especially if the navigation bar uses rollover buttons. (Navigation bars use layers, some of which may be invisible - the Button & NavBar Tool selects objects in all layers. The Selector Tool ignores invisible layers.)

- **To select navigation bar objects**

1. Choose the Button & NavBar Tool.
2. Drag to form a rectangle that encloses all the required objects. (This is often called "marquee-selection".) Releasing the mouse button selects all the objects entirely contained within the rectangle.

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`{button ,KL('objects,selecting',0,`____No_Topics_Found`,`')}` **Related Topics**

## Selecting objects

When you want to change an object, you will normally have to select it. Objects are usually selected and deselected using the Selector Tool (although other tools provide a limited range of select options). When an object is selected a selection marker is shown on it and selection handles, edit handles, fill handles and fill arrows are displayed on and around the selection (if they have been enabled, see below).

### What do you want to do?

- [Select a single object](#)
- [Select several objects](#)
- [Select all objects](#)
- [Select objects under other objects](#)
- [Select objects in objects](#)
- [Select difficult objects](#)
- [Change the selection with the Tab key](#)
- [Selecting navigation bar objects](#)
- [Select objects using the Name Gallery](#)
- [Deselect objects](#)

### Note:

- When selecting navigation bars and rollovers we recommend using the Button & NavBar Tool. See [Selecting navigation bar objects](#).

### Movie

{button ,EF('xarademo.exe',`Select Selecting objects',1,`)} Selecting objects

---

{button ,KL('selecting,objects;tools,selector tool;selector tool',0,`\_\_\_\_ No\_Topics\_Found',`)} Related Topics

### Selecting objects in objects (Select inside)

Xara X lets you easily select objects that are contained within compound objects. These objects can then be edited as if they were not contained. Select Inside is a shortcut to select the object you actually click on, irrespective of whether it inside another object or not. If you wish to select a compound object inside another object you must use Select Member. See [Selecting a member of an object](#).

#### ■ To select objects in objects

1. Choose the [Selector Tool](#) (see Notes).
2. Place the mouse pointer over the contained object you want to select.
3. Either

- CTRL-click to select the object,
- or CTRL+SHIFT-click to swap the object between selected and not selected.



CTRL-Click to select the object under the mouse pointer even if it is contained inside other objects

#### Notes

- When an object has been selected inside another object, this information is displayed on the Status Line. For example "1 QuickShape (inside)"
- Some operations are unavailable when any selected object is inside another one.
- If you hold down CTRL when you drag-and-drop an attribute onto an object inside another object, the attribute will be applied to the object inside the compound object. See [apply inside](#).
- When selecting [navigation bars](#) and [rollovers](#) we recommend using the [Button & NavBar Tool](#). See [Selecting navigation bar objects](#).

#### Movie

{button ,EF("XaraDemo.exe", "Sellnsid.avi Selecting Objects In Objects",1,')} Selecting objects in objects

---

{button ,KL('tools,selector tool;selector tool',0,`\_\_\_\_No\_Topics\_Found',')} Related Topics

### Selecting objects under other objects

Often [objects](#) in the [document](#) cover all or most of other objects. Use this to select the hidden objects.

- **To select objects under other objects**

1. Choose the [Selector Tool](#) (see note).
2. Place the mouse pointer above the hidden [object](#).
3. Either:

- ALT-click to select the object underneath,
- or ALT-click again to deselect that object and to select the next object underneath.

The first ALT-click will select the object on top first if it is not selected already. Subsequent ALT-clicks will go on to select the objects underneath. ALT-clicking with the bottom object selected will reselect the top-most object.



Click to select the object under the selected object. (ALT-click)

**Note:**

- When selecting [navigation bars](#) and [rollovers](#) we recommend using the [Button & NavBar Tool](#). See [Selecting navigation bar objects](#).

[Movie](#)

{button ,EF("XaraDemo.exe","SelUnder.avi Selecting Objects Under Objects",1,`) } Selecting objects under objects

---

{button ,KL('selector tool;tools,selector tool',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### **Selecting objects using the Contour Tool**

Before you can apply or edit a contour on an object, you must first select the object. The regular way of selecting objects is to use the [Selector Tool](#) but you can also use the [Contour Tool](#).

- **Selecting a single object**

1. Click on an object to select it. Note that this deselects any other objects that are currently selected.

- **Selecting several objects**

1. Click on the first object to select it. (Any object can be the first.)
2. SHIFT-click on the others.  
SHIFT-click on an object to deselect it.

- **Deselecting all objects**

1. Click on a blank area of the page.

### Selecting objects using the Name Gallery

You can use the [Name Gallery](#) to select objects that use any of the items (Names, Bitmaps, Colors, or Fonts) listed in the Gallery. This can speed up making changes (for example, if you want to change from one Named Color to another.)

- **To add objects to the current selection**
  1. Click the circle to the left of the item you want to select on.
- **To select only objects that use specified items in the Name Gallery**
  1. Click on the first item you want to select on.
  2. If you want to select on more than one item, SHIFT-click on the other items
  3. Click either
    - Select** to select objects that use **any** of the selected items,
    - or **Intersect** to select only objects that use **all** the selected items.

---

### Related Topics

[Selecting objects](#)

[Name Gallery](#)

### **Selecting objects using the Shadow Tool**

Before you can apply or edit a shadow on an object, you must first select that object. The regular way of selecting objects is to use the [Selector Tool](#) but you can also use the [Shadow Tool](#).

- **Selecting a single object**

1. Click on an object to select it. Note that this deselects any other objects that are currently selected.

- **Selecting several objects**

1. Click on the first object to select it. (Any object can be the first.)
2. SHIFT-click on the others.  
SHIFT-click on an object to deselect it.

- **Deselecting all objects**

1. Click on a blank area of the page.

**Important:**

- When selecting or deselecting objects, CLICK on them. Don't DRAG as this creates or moves the shadow.

---

### **Related Topics**

[Modifying shadows](#)

[Applying a shadow](#)

[Removing a shadow](#)

### Selecting part of a text object

By using different options you can select either the whole text object or just a part of it, even down to a single character.

#### ■ To select part of a text object

1. Choose the Text Tool

2. Either:

- to select characters, click and drag over them,
- to select a word, double click on it,
- to select all the characters on a line, CTRL-click on it,
- to extend a select region, SHIFT-click either side of it,
- move the text cursor to one end of the required region. Hold down SHIFT and use the cursor keys to select the required region.
- press CTRL+L to select all characters in the line containing the text cursor,
- press CTRL+A to select all characters in the text object,
- click in the text to insert the cursor at the start of the region and SHIFT-click at the end of the required region.

#### Tips

- When a region of text is selected, the Text Tool Infobar shows the attributes applied to the region.
- A selected region of text remains selected even after a tool other than the Text Tool has been chosen. This makes it simple to apply fills and transparency to selected text regions.

### Selecting point handles

To move, delete and change points on lines and shapes (point handles) you usually need to select the points.

#### What do you want to do?

- [Select a single point handle](#)
- [Swap the selection of a point handle](#)
- [Select several point handles](#)
- [Deselect all point handles](#)
- [Select all point handles](#)
- [Cycle which points are selected](#)

## Selecting several objects

Xara X lets you select multiple [objects](#). You can then, for example, move them all in one operation.

### ■ To select several objects

1. Choose the [Selector Tool](#) (see Tips).
2. Either:
  - drag to form a rectangle that encloses all the required [objects](#). (This is often called "marquee-selection".) When you release the mouse button all the objects entirely contained within the rectangle will be selected. (See Tips.)
  - or click on the first object you wish to select and SHIFT-click on each subsequent object to swap it from not being selected to being selected.

### Tips

- SHIFT-clicking swaps the object under the mouse pointer between selected and not selected.
- Marquee-selection: if you drag on an object this moves the object. To force drag-select rather than move, hold down SHIFT as you drag.
- When creating animations: to select objects in multiple frames, click All Visible and All Editable in the Frame Gallery. See [Frame Gallery](#) for details.
- When selecting [navigation bars](#) and [rollovers](#) we recommend using the [Button & NavBar Tool](#). See [Selecting navigation bar objects](#).

---

{button ,KL('objects,selecting',0,`\_\_\_\_No\_Topics\_Found`,`)}} Related Topics

### Selecting several point handles

Once you have selected a [line](#) or [shape](#) you can individually select [point handles](#) on it. Once you have selected them you can move them, delete them and smooth them.

#### ■ To select several point handles

1. Select the lines or shapes (see [Selecting objects](#)).
2. Choose the Shape Editor Tool.
3. Either:

- Dragging creates a selection rectangle around the required point handles on the selected line or shape and selects them.
- SHIFT-dragging around points toggles the selection of the point handles within the rectangle.

#### Tip

- You can also select several points by individually swapping the selection of points. See [Swapping the selection of point handles](#). This is an ideal way of selecting extra points.

## Selecting text

### What do you want to do ?

- Select a whole text object
- Select a line of text in text object
- Select characters in a text object
- Select part of a text object

### Selecting text objects

This selects the entire text object.

- **To select a text object**

Depending on which tool is currently selected, either:

- In the Selector Tool, click on the text object.
- In the Text Tool, click in the text object and press Escape.

#### Tips

- When text is selected, the Text Tool Infobar shows the attributes applied to the region.
- In the Text Tool you can also drag from the start of the text object to the end.

## Selection Pop-up Menu

The selection pop-up menu is displayed when the pop-up menu is opened with the mouse pointer over an object. The menu offers a set of standard options for manipulating the current selection and a set of options specific to the object under the mouse pointer.

- [Line and Shape Pop-up Menu](#)
- [QuickShape Pop-up Menu](#)
- [Blend Pop-up Menu](#)
- [Mold Pop-up Menu](#)
- [Text Pop-up Menu](#)
- [Bitmap Pop-up Menu](#)

---

{button ,KL('pop-up menus',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## ▪ Selector Tool - Aspect Ratio Lock Button



This button on the [Selector Tool Infobar](#) locks the [aspect ratio](#) of the selected objects when you scale them using the corner selection handles. When the button is pressed in, the ratio is locked. When the button is pulled out, the height and width of the selection can be altered independently.

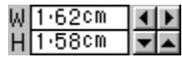
---

### Related Topics

[Scaling](#)

[Stretching](#)

## ▪ Selector Tool - Dimensions Field



The Dimensions Field on the [Selector Tool Infobar](#) shows the dimensions of the [selection](#). Its values alter dynamically if you [scale](#) or stretch the selection.

You can also resize the selection by:

- Typing into the fields and pressing RETURN,
- Clicking the arrow buttons.

### Note

- If the **Scale Line Widths** button on the Selector Tool Infobar is pressed in, the values in these fields include the line width of objects.

---

### Related Topics

[Scaling](#)

[Stretching](#)

[Units overview](#)

## ▪ Selector Tool - Edit Handles Button



This button on the [Selector Tool Infobar](#) enables and disables [edit handles](#). With edit handles displayed you can use the Selector Tool to edit [objects](#).

The Selector Tool offers the ability to do basic object editing but the more specialized [Tools](#) often offer more. For instance the QuickShape Tool can bend the edges of a [QuickShape](#) whereas the Selector Tool can only perform simple QuickShape editing.

### Tip

- You can swap the setting of this control using the **2** key on the main keyboard.

---

`{button ,KL('edit handles',0,`___No_Topics_Found`,`)}` **Related Topics**

## ▪ Selector Tool - Fill Handles Button



This button on the [Selector Tool Infobar](#) enables and disables [fill handles](#) and [fill arrows](#). When they are enabled you can use the Selector Tool to move fill handles on selected objects rather than being forced to choose the [Fill Tool](#).

### Tip

- You can swap the setting of this control using the **3** key on the main keyboard.

---

`{button ,KL('fill handles',0,`___No_Topics_Found`,`)}` **Related Topics**

## ▪ Selector Tool - Flip Buttons



The **Flip** buttons on the [Selector Tool Infobar](#) flip the selection either vertically or horizontally. Both horizontal and vertical flips reflect the selection about the [transformation center](#). This usually passes through the center of the object unless it has been moved.

---

{button ,KL('flipping',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

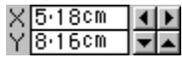
## ▪ Selector Tool - New Name Button



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```
{button ,KL('Name Gallery',0,` ____ No_Topics_Found`,`)} Related Topics
```

## ▪ Selector Tool - Position Field



The **Position** field on the [Selector Tool InfoBar](#) shows the coordinates of the bottom left corner of the [bounding box](#) of the [selection](#) relative to the bottom left corner of the [page](#). It updates dynamically as you drag the selection.

You can also move the selection by:

- Typing into the fields and pressing RETURN,
- Clicking the arrow buttons.

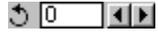
---

### Related Topics

[Moving objects](#)

[Units overview](#)

## ▪ Selector Tool - Rotation Field



The **Rotation** field on the [Selector Tool Infobar](#) lets you rotate the [selection](#). To rotate the selection:

- Type a value in degrees into the field and press RETURN.
- Click the arrow buttons.

Positive angles rotate the selection anti clockwise, negative angles clockwise. The rotation is centered around the [transformation center](#). This is usually be in the center of the selection unless it has been moved.

---

`{button ,KL('rotating',0,` ____ No_Topics_Found`,`)}` **Related Topics**

## ▪ Selector Tool - Scale Line Width Button



The **Scale Line Widths** button on the [Selector Tool Infobar](#) selects whether scaling the [selection](#) also [scales](#) the line widths (thickness). With the button pressed in, the thickness of the [lines](#) changes in proportion as you scale the selection. With the button pulled out, line widths are unchanged by scaling. Line widths are not altered when rotating, [skewing](#) or stretching objects.

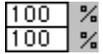
### Notes:

- With this button selected, the values in the **Dimensions** fields include the line widths of objects. When deselected, the dimensions exclude the outline width.
- This button also affects [Snap to grid](#). With this button selected, the **edges** of lines snap to the grid. When deselected, the **center** of lines snap.

---

{button ,KL('scaling',0,` \_\_\_\_No\_Topics\_Found`,`)} **Related Topics**

## ▪ Selector Tool - Scaling Field



The **Scaling** field on the [Selector Tool InfoBar](#) is used to scale the selection. Entering a value into the field and pressing RETURN scales the currently selected objects.

The [Aspect Ratio Lock](#) button to the right of the Scaling Field locks the aspect ratio of the selected objects. What this means is changing one of the scaling vales will change the other by an equal amount so the objects are the same shape. This lets you scale objects without distorting them. To scale just the width or height of the selection, turn aspect ratio off.

The scaling is centered around the [transformation center](#). This will usually be in the center of the selection unless it has been moved.

---

### Related Topics

[Scaling](#)

[Stretching](#)

## ▪ Selector Tool - Selection Handles Button



The **Selection Handles** button on the [Selector Tool Infobar](#) enables and disables [selection handles](#). With selection handles displayed, you can rotate, [scale](#), stretch and [skew](#) the [selection](#) by dragging the handles.

### Tip

- You can swap the setting of this control using the **1** key on the main keyboard.

---

### Related Topics

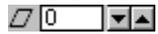
[Scaling](#)

[Stretching](#)

[Skewing](#)

[Rotating](#)

## ▪ Selector Tool - Skew Field



The **Skew** field on the [Selector Tool Infobar](#) is used to skew the selection. To skew the selection:

- Type a skew angle and press RETURN.
- Click the arrow buttons to skew the selection.

Positive values skew the selection above the [transformation center](#) to the right. Negative values skew the selection above the transformation center to the right. The skew takes place along a horizontal line through the transformation center. This usually means a horizontal line through the center of the selection unless you have moved the transformation center.

---

### Related Topics

[Skewing](#)

## ▪ Selector Tool - Rotate/Skew Mode Button



The **Rotate/Skew Mode** button on the [Selector Tool Infobar](#) controls the operation of the [selection handles](#) around the [selection](#). When the button is pressed in, the selection handles are in [Rotate/Skew mode](#) and when the button is pulled out selection handles are in [scale mode](#).

If selection handles are not enabled, pressing this button enables them and places them in Rotate/Skew mode.

Clicking on a selected object with the Selector Tool chosen will swap the selection mode between Rotate/Skew mode and Scale mode - this is usually easier than using the Rotate/Skew mode button.

### Tip

- You can swap the setting of this control using the **4** key on the main keyboard.

---

### Related Topics

[Scaling](#)

[Stretching](#)

[Skewing](#)

[Rotating](#)

## ▪ Selector Tool - Transformation Center Grid

▪

The Transformation Center Grid on the [Selector Tool InfoBar](#) is used to move the [transformation center](#). Clicking on one of the nine buttons moves the transformation center to the equivalent position on the [selection](#). For example, pressing the central button moves the transformation center to the center of the selection.

The same effect can be achieved by CTRL-dragging the transformation center. This constrains the transformation center to one of the corners, the center of the edges or the center of the selection, whichever is closer to the mouse.

---

### Related Topics

[Rotating objects](#)

[Skewing objects](#)

[Flipping objects](#)

[Scaling objects](#)

## ▪ **Selector Tool F2 or Spacebar or ALT+S**

The Selector Tool is the primary tool in Xara X. It is used for selecting, rotating, moving, skewing, stretching, flipping and scaling objects as well as other editing.

The Selector Tool can display several types of handle:

- Selection Handles, which are used to rotate, scale and skew objects.
- Edit Handles, which can be used to edit the shape of objects.
- Fill Handles, which can be used to edit fills within objects.

### **Selector Tool Infobar Controls**

-  Selection Handles
-  Edit Handles
-  Fill Handles
-  Rotate/Skew Mode or Scale Mode
-  Transformation Center Grid
- Position
- Dimensions
- Scaling
- Aspect Ratio Lock
- Rotation
- Skew
- Flip
- Scale Line Widths
- Create New Name

### **Selector Tool Operations**

- Switching selection handle mode
- Selecting objects
- Moving objects
- Rotating objects
- Scaling objects
- Flipping objects
- Enabling selection handles
- Enabling edit handles
- Enabling fill handles and fill arrows
- Stretching objects
- Skewing objects
- Moving fill handles
- Using the Selector Tool temporarily
- Moving points on shapes and lines
- Selecting point handles
- Moving the transformation center

### **Movies**

{button ,EF("XaraDemo.exe", "SelHands.avi Selection Handles",1,`) } Using selection handles

{button ,EF("XaraDemo.exe", "Select Selecting Objects",1,`) } Selecting objects

{button ,EF("XaraDemo.exe", "SelInsid.avi Selecting Objects In Objects",1,`) } Selecting objects in objects

{button ,EF("XaraDemo.exe", "SelUnder.avi Selecting Objects Under Objects",1,`) } Selecting objects under objects

{button ,EF("XaraDemo.exe", "Moving Moving Objects",1,`) } Moving objects

### **Separation Properties Dialog Box**

With this dialog box you can set options relating to the selected separation color. The Separation Properties dialog box is opened using the **Properties** button in the Separations Options.

#### **Angle**

This lets you specify the angle of the halftone screen for the color. Each separation requires a different angle to avoid moiré patterns in the printed output. Note that some imagesetters override this setting and use precisely calculated values to eliminate moiré patterns.

#### **Frequency**

Lets you specify the screen frequency for the color. Normally all the separations use the same frequency. Note that some imagesetters override this setting and use precisely calculated values to eliminate moiré patterns.

#### **Print this ink**

You may not want to print all the separations and this button lets you select whether to print this separation (ink color). It duplicates a check box. on the Separations Options.

#### **Overprint this ink**

This option is rarely useful. It lets you specify that everything in this ink color overprints underlying ink colors. See the Overprinting Overview for more information on overprinting. It duplicates a check box. in the Separations Options.

## ■ Separations Options

To open the Separations Options, choose **Print Options** from the File menu and click on the Separations tab. These options are used when outputting to a PostScript printer and when producing color separations.

### **Use printer defaults/Use custom settings**

This gives you control over a PostScript printer. They are ignored for other types of printer.

Selecting **Use printer defaults** uses the standard settings for the selected printer. Generally these give good results but you may want greater control. For this choose Use custom settings.

Selecting **Use custom settings** lets you configure the printer to suit your requirements. Note that no check is made on whether the settings you choose are suitable for the type of printer.

### **Target printer resolution**

This is specified in dots-per-inch (dpi). For a local printer check the documentation supplied with the printer. For imagesetters and similar machines check with the service bureau.

### **Default screen frequency**

This is specified in lines-per-inch (lpi). Tints of the basic ink color are printed as small dots called 'Halftone dots'. The dots are arranged in rows and the number of rows to the inch is the 'screen frequency' (or just 'screen'). The lower the screen frequency, the larger the individual halftone dots and the more noticeable they are. For example, the individual dots are noticeable in the 60 lpi coarse screen often used on desktop printers.

For outputting to a typesetter check with your print shop. They can tell you the best frequency to use for the type of job. For example, if they require a '120 line screen' set the screen frequency to 120 lpi.

### **Screen/dot type**

PostScript printers can print halftone dots in a variety of shapes. Generally round dots give the best results but some printing processes work better with a different dot shape.

### **Print color separations**

If you want to print all the colors in one pass through the printer, unselect **Print color separations**. (This full color output is referred to as a 'composite output'.)

If you want to produce output separated into the CMYK process colors and any spot colors, select **Print color separations**. You can now set options for the individual separations.

To output a separation for an ink color, select the left-hand check box.

To set an ink color to overprint, select the right-hand check box.

To change the screen angle and frequency, click on the ink name to select it then click **Properties**. For details on the Properties dialog box, click the Help button in it.

### **Print spot colors as process colors**

Desktop printers and some printing processes can only print process colors. Select this option to print any spot colors as their equivalent CMYK color. Note that some colors look very different when output as CMYK. The main use of this option is when checking your drawing.

When this option is selected, all spot colors will appear as squares (rather than circles as they normally appear) in the Color Gallery and Color Editor and on the Color Line.

### Setting a scale factor

You can create a document using a scale factor so all measurements are scaled when they are shown on the screen. For example, if you create a document on a page which is 21cm across and use a scale factor of 1:100 (1 centimeter on the page is shown as a meter) the measurements you see on the Status Line and [Selector Tool InfoBar](#) will range from 0 to 2100cm. Using a scale factor is ideal for drawing scaled drawing like maps.

#### ■ **To set a scale factor**

1. From the Utilities Menu, choose **Options**.
2. Click the Scaling tab.
3. Click the **Use Scale Factor** option.
4. Enter the scaling values.

#### **Tips**

- You can define your own units. See [Creating a custom unit](#).

### Setting current attributes from an object

You can set the current attributes so they are the same as an object. This is an easy way to create multiple similar objects.

#### ■ To set the current attributes from an object

1. Copy the object to the [clipboard](#).
2. Deselect all objects.
3. Choose **Paste Attributes** from the Edit menu to set the current attributes to those used by the object on the clipboard.

#### Tip

- If you want to set the attributes for text, choose the Text Tool first.

---

{button ,KL('current attributes',0,`\_\_\_\_No\_Topics\_Found`,`')} Related Topics

### **Setting document options**

This lets you change the options for documents loaded in Xara X.

#### ■ **To set document options**

1. From the Utilities menu, choose **Options**. See Options for details on the settings available.
2. Change the options as required.
3. Save the document.

#### **Tip**

- Some of the options in the Options dialog box refer to a specific document and some are general options which apply to the program. The ones that apply to the document have the document name written above them.

### **Setting program options**

Program options affect how Xara X works.

- **To set program options**

1. From the Utilities menu, choose **Options**. See [Options](#) for details on the settings available.
2. Change the options as required.

**Tip**

- Some of the options in the Options dialog box refer to a specific document and some are general options which apply to the program. The ones that apply to a specific document have the document name written above them.

### Setting the color model for local colors

You can change which color model the Color Editor uses when you edit [local colors](#).

■ **To set the color model for local colors**

1. From the Utilities Menu, choose **Options**.
2. Click the View tab.
3. In the **Edit Local Colors In** section, select a color model from the drop-down list.

---

`{button ,KL('color editor overview',0,'___No_Topics_Found','')}` **Related Topics**

## Setting the current attributes

When you create a new object in your drawing, it uses the 'current attributes'. So, for example, if the current attributes include a thick green outline and blue fill color, each new object you draw will appear with these attributes. If you want to draw several objects with very similar attributes, you can change the current attributes before you start so all the objects appear with similar characteristics. For more information about attributes, see the Attributes Overview.

Because you will rarely need the current attributes to apply to both text and other object types, text has its own current attributes. For example, if you change the current attributes to include a white fill, you probably don't want all your text to appear white.

- **To set the current attributes**

Either:

- deselect all objects (see Deselecting all objects) and change the attribute. e.g. select a new line width.
- or use drag-and-drop to drop the attribute onto an empty part of the page.

- **To set the current text attributes**

1. Choose the Text Tool.

2. Either:

- deselect all objects (see Deselecting all objects) and change the attribute. e.g. select a new font.
- or use drag-and-drop to drop the attribute onto an empty part of the page.

For example if you want all text to appear at 48pt, ensure there are no objects selected, choose the Text Tool and change the point size to 48. If you want text to appear in green, choose the Text Tool and drag green onto the page.

### Tip

- You can set the program up so each new object uses the attributes from the previous object you changed. So for example if you draw a rectangle and fill it with green, the next object you draw will be green. To change the program in this way, choose **Give New Objects Most Recent Attributes** in the General Options (see General Options).

---

## Related Topics

[Setting attributes from an object](#)

[Pasting attributes from the clipboard](#)

### Setting the current layer

When you create new objects, they are created in the current layer. Note that only Drawing documents use layers - see layers and frames for more details.

#### ■ To set the current layer

1. From the Utilities menu, choose **Layer Gallery**.
2. Click on the layer.

---

{button ,KL('layers',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### **Setting the length and angle of a straight line segment**

When you have drawn a line or shape that includes straight segments, you can set the angles of these segments exactly.

#### ■ **To set the length and angle of a segment**

1. Select the line or shape (see [Selecting objects](#)).
2. Choose the [Shape Editor Tool](#).
3. Select the point handle on one end of the segment.
4. Enter the angle and length into the fields on the [Shape Editor Tool Infobar](#).
5. Press RETURN.

### Setting the size of buttons

Buttons on the Toolbar, Infobar and control bars can be small or large. Use the size you prefer.



- **To set the size of buttons**

1. From the Window menu, choose **Control Bars**.
2. At the bottom of the dialog box, select which bars should have large buttons:

- Top
- Bottom
- Left
- Right
- Floating

**Tip**

- The **Floating** option also applies to the buttons in the galleries. If you want larger buttons in the galleries, select this option.



## Shadow Tool - Profile

■ This controls the transparency transition between the semitransparent center of the shadow and fully transparent edge of the blur. For more information, see [Changing the shadow profile](#).

---

`{button ,KL('shadows',0,`____No_Topics_Found`,`)}` **Related Topics**



## Shadow Tool - Shadow Blur



This slider controls the size of the penumbra around the edge of the shadow. The outer edge is totally transparent; the **Transparency** slider controls the transparency of the inner edge.

Either drag the slider or, for precise adjustment, type into the text box.

---

```
{button ,KL('shadows',1,`____No_Topics_Found`,`)} Related Topics
```

## ▪ Shadow Tool - Shadow Transparency



The slider and text box to the right control the transparency level of the umbra (center) of the shadow. (This is how much of the background shows through.) The outer edge of the shadow is always totally transparent.

Either drag the slider or, for precise adjustment, type into the text box.

The shadow is always more transparent than the object casting the shadow. For example if the object is 50% transparent, then the shadow can be 50% to 100% transparent.

---

`{button ,KL('shadows',1,` ____No_Topics_Found`,`)} Related Topics`

## ▪ Shadow Tool - Shadow Type



The buttons let you apply or change the type of shadow.

**None** - remove any existing shadows from the selected objects.

**Wall** - a shadow thrown onto a vertical surface.

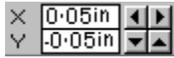
**Floor** - a shadow thrown onto an angled surface.

**Glow** - the shadow is immediately behind the selected object. Choosing a suitable color for the shadow lets you create a glowing surround or halo effect to the objects. See [Creating a glow effect](#).

---

{button ,KL('shadows',1,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## ▪ Shadow Tool - X-Y



Dimmed except for Wall shadows.

These two fields let you move a wall shadow vertically or horizontally relative to the object producing the shadow. Either type in values or click the arrow buttons to the right of the text boxes. This control is dimmed for Glow shadows (because the shadow position is fixed) and for Floor shadows (because these always touch the object).

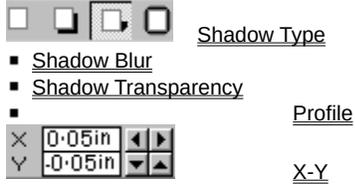
---

`{button ,KL('shadows',1,`___No_Topics_Found`,`)} Related Topics`

## ▪ Shadow Tool Overview CTRL+F2

This tool lets you apply, remove, and modify semitransparent (or "soft") shadows. The transparency of soft shadows increases towards the edges, which gives a very realistic effect. Shadows are resolution independent so you can scale them without losing quality.

### Shadow Tool Infobar controls:



### Tip:

- Applying a shadow to several objects:  
If the objects are grouped, overlapping shadows merge (they do not get darker if they overlap).  
If the objects are ungrouped, each object has a separate shadow. Overlapping areas of shadow are darker.

### Movies

{button ,EF("XaraDemo.exe",`Shadows Using Shadows',1,`) } Using shadows

### Shadow Tool operations:

[Applying a shadow](#)

[Removing a shadow](#)

[Modifying a shadow](#)

[Changing the shadow color](#)

[Creating a glow effect](#)

[Selecting objects using the Shadow Tool](#)

### Shadow Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a shadow, it contains the following options:

- [Shadow Tool](#)  
-----
- [Cut](#)
- [Copy](#)
- [Paste](#)  
-----
- [Delete](#)
- [Duplicate](#)
- [Clone](#)  
-----
- [Convert to Editable Shapes](#)
- [Create Bitmap Copy](#)
- [Combine Shapes](#)  
-----
- [Imagesetting](#)  
-----
- [Web Address](#)
- [Color Editor](#)

---

{button ,KL('pop-up menus',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics



## Shape Editor Tool - Break Button



- B

The **Break** button on the [Shape Editor Tool Infobar](#) 'breaks' the selected line(s) or shape(s) at each of the selected point handles. Breaking a shape forms a line and breaking a line forms two lines.

---

{button ,KL('line,breaking',0,`\_\_\_\_No\_Topics\_Found`,`)} **Related Topics**



## Shape Editor Tool - Curved Lines Button

This button is on the [Shape Editor Tool Infobar](#). If no [point handles](#) are selected, it sets the default line type to curved lines. The next line segment you draw will be curved.

If a number of point handles are selected (see [Selecting point handles](#)), this button will change all the connecting line segments to curves. Only those line segments with both point handles selected change - any line segment with only one point handle selected does not change.

- C

### Note

The keyboard shortcut only works when the Shape Editor Tool is the current tool.

---

### Related Topics

[Drawing lines](#)

[Drawing shapes](#)

## ▪ Shape Editor Tool - Delete Points Button



This button on the [Shape Editor Tool Infobar](#) deletes all selected point handles. If only one point handle is left after the delete operation, the entire line or shape will be deleted.

- DEL (Delete)

### **Note**

The keyboard shortcut only works when the Shape Editor Tool is the current tool - normally **Delete** deletes all the objects selected.

---

### **Related Topics**

[Deleting points on lines and shapes](#)

## ▪ Shape Editor Tool - Mode Indicator

New:

This indicator on the [Shape Editor Tool Info](#) shows the current state of the tool. It shows:

### **New:**

No point handles are selected, click to start a new line or shape.

### **Add:**

An end point handle is selected.

- Click away from the line to extend the line,
- Click on the line to add a new point handle,
- Click on the other end point handle to close the shape.

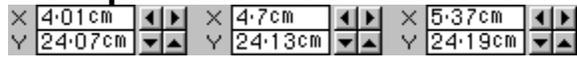
### **Change:**

An intermediate point handle or several point handles are selected. Click away from the line to start a new line or click on the line to add a new point handle.

---

`{button ,KL('tools,shape editor tool',0,`____No_Topics_Found`,`)}`` **Related Topics**

## ▪ Shape Editor Tool - Parameter Fields



The parameter fields on the [Shape Editor Tool InfoBar](#) display information about the currently selected [point handle](#), the fields are blank if more than one point handle is selected.

### **Left Hand Field**

This field displays:

- The co-ordinate of the previous [curve handle](#), if the previous segment is a curved line.
- The length and angle of the previous segment, if it is a straight line.

### **Center Field**

This field displays the coordinates of the selected point handle.

### **Right Hand Field**

This field displays:

- The co-ordinate of the next curve handle, if the previous segment is a curved line.
- The length and angle to the horizontal of the next segment, if it is a straight line.

One point handle is 'previous' to another if it is nearer the start of the line.

---

### **Related Topics**

[Units overview](#)

## ▪ Shape Editor Tool - Reverse Path Button



This button on the [Shape Editor Tool Infobar](#) reverses the direction of the selected line. (So the start of the line becomes the end and vice versa.) Note that the shape of the line does not change, just its direction. Reverse Path has two uses:

- When you have an arrowhead applied, you can quickly move it to the other end of the line.
- To reverse the direction of a brush stroke; some brush strokes are 'directional' and this lets you reverse that direction.

---

`{button ,KL('tools,shape editor tool',0,'___No_Topics_Found',')}` **Related Topics**

## ▪ Shape Editor Tool - Sharp Point Button



This button on the [Shape Editor Tool Infobar](#) changes all the selected [point handles](#) into sharp (cusp) corner points with independently controllable [curve handles](#) (not smooth points).

If no point handles are selected it sets sharp points as the default.

Clicking this button retains the existing line shape. CTRL-clicking reshapes the line to show a sharp join.

### ▪ Z

#### **Note**

The keyboard shortcut only works when the Shape Editor Tool is the current tool.

---

`{button ,KL('tools,shape editor tool',0,`____No_Topics_Found`,`)}`} Related Topics`

## ▪ Shape Editor Tool - Smooth Point Button



This button on the [Shape Editor Tool Infobar](#) changes all the selected [point handles](#) into smooth points (not corner/cusp points). If no point handles are selected it sets smooth points as the default.

- S

### Note

- The keyboard shortcut only works when you are using the Shape Editor Tool.

---

{button ,KL('point handles',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## ▪ Shape Editor Tool - Smoothing Slider



The **Smoothing** slider on the [Shape Editor Tool Infobar](#) smoothes (simplifies) the currently selected line(s) by removing points (see [Selecting point handles](#)) and altering the shape of the remaining line to match the original shape as closely as possible. It is similar to the auto-reduce feature found in CorelDRAW.

### **Note**

The smoothing slider is dimmed when no point handles are selected.

---

`{button ,KL('line,smoothing',0,`___No_Topics_Found`,`')}` **Related Topics**

## ▪ Shape Editor Tool - Straight Lines Button



This button is on the [Shape Editor Tool Infobar](#). If no [point handles](#) are selected, it sets the default line type to straight lines. The next line segment you draw will be straight.

If a number of point handles are selected (see [Selecting point handles](#)), this button will change all the connecting curved line segments to straight lines. Only those line segments with both point handles selected change - any line segment with only one point handle selected does not change.

- L

### **Note**

The keyboard shortcut only works when the Shape Editor Tool is the current tool.

---

### **Related Topics**

[Drawing lines](#)

[Drawing shapes](#)

## ▪ **Shape Editor Tool F4**

Unlike other drawing programs, Xara X combines the main shape or curve editing functions and line or shape creation facilities in this one tool. The Shape Editor Tool can be used to alter curves or straight lines, insert or delete points, smooth complex curves, cut lines, reshape curves and create new lines or shapes. It is often easier to use than the [Pen Tool](#), and provides more accuracy than the [Freehand & Brush Tool](#) for drawing lines and shapes. To find out more about lines and shapes, see the [Lines and Shapes Overview](#).

The Shape Editor Tool can also be chosen using the [Line and Shape Pop-up Menu](#).

### **Shape Editor Tool InfoBar Controls**

- [Mode Indicator](#)
- [Curved Lines](#)
-  [Straight Lines](#)
- [Smooth Point](#)
- [Sharp Point](#)
- [Break](#)
- [Delete Point](#)
- [Reverse Path](#)
- |   |         |    |
|---|---------|----|
| X | 5.37cm  | ◀▶ |
| Y | 24.19cm | ▼▲ |

[Parameters](#)
- [Smoothing](#)

### **Shape Editor Tool Operations**

- [Moving points on shapes and lines](#)
- [Selecting point handles](#)
- [Deleting points on lines and shapes](#)
- [Adding points to lines and shapes](#)
- [Smoothing a line or shape](#)
- [Joining lines](#)
- [Breaking a line or shape apart](#)
- [Adding points into a line or shape](#)
- [Altering point handles](#)
- [Changing curved lines and shapes](#)
- [Drawing a line with the Shape Editor Tool](#)
- [Drawing a shape](#)
- [Extend a line with the Shape Editor Tool](#)
- [Setting the length and angle of a straight line segment](#)
- [Smoothing lines and shapes](#)

### **Movies**

{button ,EF("XaraDemo.exe", "CurvDraw.avi Drawing Lines and Shapes with the Shape Editor Tool",1,`) } Drawing lines with the Shape Editor Tool

{button ,EF("XaraDemo.exe", "CurvEdit Editing Lines and Shapes with the Shape Editor Tool",1,`) } Editing lines with the Shape Editor Tool

{button ,EF("XaraDemo.exe", "Smooth Smoothing Lines and Shapes",1,`) } Smoothing lines and shapes

+++  
+++ **Show Grid (Window Menu) #**

**Show Grid** sets whether or not the grid is displayed. A check next to the option denotes that the grid is shown. For more details, see [Displaying the grid](#).

---

{button ,KL('grid',0,` \_\_\_\_No\_Topics\_Found`,`)} **Related Topics**



### Show Guides (Window Menu) Numeric Keypad 1

**Show Guides** displays or hides the [guides layer](#) which contains all [guidelines](#) and [guide objects](#). **Show Guides** is a quick way to change the visibility setting of the guides layer in the [Layer Gallery](#). For more information on guides, see [Guidelines and Guide Objects Overview](#).

#### Note

- Selecting this option affects the guides only in the current document.

---

{button ,KL('guides;layers,layer gallery overview',0,`\_\_\_\_No\_Topics\_Found`,`')}} Related Topics

- **Show Print Borders (Window Menu)**

Most printers have a non-printing margin (the print border) around the edge of the paper. With **Show Print Borders** selected two rectangles are displayed on screen. One shows the extremes of the paper, the other shows the printable area. For more details on this option and what the print borders mean, see [Displaying the print borders](#).

---

`{button ,KL('printing',0,`____No_Topics_Found`,`)}` **Related Topics**

■ **Show Printer Colors (Window Menu)**

**Show Printer Colors** displays the document on screen so it looks as close as possible to how it will look when you print it. For more information, see [Displaying a document using the printer colors](#)

---

{button ,KL('printing',0,`\_\_\_\_No\_Topics\_Found`,`)} **Related Topics**

### Showing hidden buttons

If buttons on a control bar are hidden because the window has been scaled and obscured them or you are using a small graphics mode, you can:

- Set the buttons to 'small' using the Control Bars dialog box (choose Control Bars from the Window menu).
- Make the bar float by dragging it away from the window edges. See [Moving and resizing control bars](#)
- Drag some of the buttons to a new bar. See [Moving and copying buttons](#).

### Showing library colors on the Color Line

You can display any of the palettes listed in the [Color Gallery](#) on the [Color Line](#) or turn off any you do not want to see on the Color Line.

■ **To turn on/off a palette**

1. From the Utilities menu, choose **Color Gallery**.
2. Right-click on the library of colors to open the pop-up menu.
3. Select or deselect **Show In Color Line**.

---

`{button ,KL('palettes;color gallery overview;color line',0,`____No_Topics_Found`,`)}`` Related Topics

### **Skewing objects**

Objects can be skewed along their edges, along a line parallel to their edges passing through the center of the selected objects or along a line parallel to their edges passing through the transformation center, either using the mouse or, accurately, using the Selector Tool Infobar.

#### **What do you want to do ?**

- Skew objects by dragging
- Skew objects accurately

### Skewing objects accurately

This method of skewing objects gives you precise control.

■ **To skew objects accurately**

1. Choose the Selector Tool.
2. Select the objects to be skewed.
3. Move the transformation center onto the required horizontal skew axis.
4. Either:
  - enter a skew angle (in degrees) in the Skew Field on the Selector Tool Infobar and press RETURN
  - or use the **Skew** field arrow buttons on the Infobar.

---

{button ,KL('transformation center',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### Skewing objects by dragging

1. Select the objects to be skewed (see Selecting objects).
2. Ensure the selection handles are in Rotate/Skew mode (see Switching selection handle mode).
3. Either:
  - drag the side selection handles to skew the object with opposite side used as a base line
  - or SHIFT-drag the side selection handles to skew the selection about its center.

#### Tips

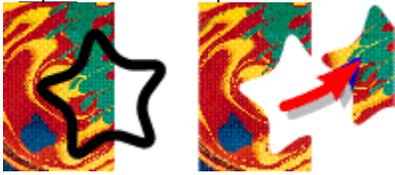
- The skew angle (see General Options) can be constrained by pressing CTRL during the drag.
- To leave copies of the object as you skew it, drag as normal, but click the right mouse button where you want each copy (or press '+' on the numeric keypad).
- To skew the object but not any fill applied to it, press NumPad '-' during the drag. This is useful if you want to skew an object with a bitmap fill without skewing the bitmap.

- **Slice (cut) Shapes (Arrange Menu) (Ctrl+4)**

This operation operates much like a pastry or cookie cutter. The object at the front of the selection is used as the cutter to slice through the other objects. If the front object is a line, you can slice objects in two. If the slice operation results in more than one shape, they will be grouped. For more details, see [Slicing shapes](#).

## Slicing shapes

Slicing a collection of objects uses the top-most object as a 'cutter' to slice all the objects under it. Note that Slicing images on export is a different operation.



### ■ To slice a shape

1. Select the objects.
2. On the Arrange menu, choose **Combine Shapes** then **Slice Shapes** (or press CTRL+4).

### Tips

- You can use with all object types including bitmaps.
  - If you use a line as the top object you can easily cut objects into pieces.
  - If you need to slice a line, it is easier to add a point to the line and use the **Break** button on the Shape Editor Tool Infobar.
- See Breaking lines and shapes apart.
- If a line is used to cut an object, the end points of the line must both lie outside the object.

### Movie

```
{button ,EF("XaraDemo.exe", "Slice Slicing Objects", 1, `) } Slicing objects
```

---

### Related Topics

Combining

Moving objects backwards and forwards

### Smooth when scaled up

When Xara X enlarges a bitmap it usually smooths (interpolates) between the individual pixels to give a smooth look to the bitmap. Usually this gives the best results. However you might not want this effect; in this case uncheck this option. Note that this option only affects scaled up bitmaps. Note also that **Never smooth** in the [View tab](#) of the Options dialog box overrides this check box.

### The effect of enlarging a bitmap to 300%:

Top: **Smooth when scaled up** checked.



Bottom: unchecked.

### Smoothing a freehand line

The [slider](#) on the [Freehand & Brush Tool Infobar](#) controls how accurately the final line follows your original mouse movements. At 0%, the final line closely follows your original movements. This creates a line with many [point handles](#). Higher percentages insert fewer point handles and produce a less accurate but smoother line.

#### Tips

- You can smooth a freehand line at any time until you draw another freehand line. The Infobar shows **Refit** when smoothing is possible.
- You can always smooth a line or shape using the [Smoothing Slider](#) on the [Shape Editor Tool Infobar](#), see [Smoothing lines and shapes](#).

---

#### Related Topics

[Freehand lines](#)

### Smoothing lines and shapes

You can remove unwanted points from lines by smoothing the line.

#### ■ **To smooth lines and shapes**

1. Use the Selector Tool to select the line or shape (see [Selecting objects](#)).
2. Choose the Shape Editor Tool.
3. Select the points on the region of the line to be smoothed (or simplified). See [Selecting point handles](#)
4. Move the smoothing slider on the [Shape Editor Tool Infobar](#).

#### **Tip**

- Smoothing only alters **selected** points. Unselected points are never altered, so if there are areas of the line you do not want changed, just make sure the points in these areas are unselected.

---

#### **Related Topics**

[Freehand & Brush Tool](#)

[Smoothing freehand lines](#)



### **Snap to Grid (Window Menu) Numeric Keypad .**

**Snap to Grid** sets whether or not objects drawn will automatically lock onto the grid in the document. If the option is selected, items will lock onto the grid. **Snap to Grid** is also available from the [View Pop-up Menu](#). For more details on grid snapping, see [Enabling grid snapping](#).

#### **Tip**

- The key shortcut only works if NumLock is enabled on your keyboard.

---

**{button ,KL(`grid',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics**



### **Snap to Guides (Window Menu) Numeric Keypad 2**

Selecting this option makes all objects in the guides layer magnetic. This includes all guidelines and guide objects. With the option set, dragging objects near guides will result in them snapping onto the guide - the mouse pointer shows a magnet when this happens. For more information, see [Enabling guide snapping](#).

---

**{button ,KL('guides',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics**



## Snap to Objects (Window Menu) Numeric Keypad \*

Selecting **Snap to Objects** enables [object snapping](#). For more information, see [Object Snapping Overview](#). **Snap to Objects** is also available from the [View Pop-up Menu](#).

### Tips

- The key shortcut only works if NumLock is enabled on your keyboard.
- You can press the \* key on the keyboard to turn object snapping on and off as you drag objects.

---

{button ,KL('object snapping',0,`\_\_\_No\_Topics\_Found`,`)} **Related Topics**

### **Spacing buttons on control bars**

On the control bars, some buttons are right next to each other, but some are separated by small spaces. You can space any of the buttons and controls on the control bars like this.

- **To space buttons on a control bar**

ALT-drag the button a small distance away from the button next to it.

### Standard Control Bar

-  [New drawing document](#)
-  [New animation document](#)
- [Open](#)
- [Save](#)
- [Delete](#)
-  [Undo](#)
-  [Redo](#)
- [Zoom Magnification](#)
- [Previous Zoom](#)
- [Zoom To Drawing](#)
- [Line Width](#)
- [Quality](#)
- [Snap to Objects](#)

---

{button ,KL('control bars',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

### Status Line (Window Menu)

With **Status Line** on the Bars submenu of the Window menu you can turn the Status Line on and off. Normal mode and full screen mode store this setting separately, so you could have the Status Line enabled in normal mode, but not in full screen mode. The settings are saved when you exit the program.

---

`{button ,KL('status line',0,` ____No_Topics_Found`,`)}` **Related Topics**

## Status Line Overview

The Status Line shows you what objects you have selected and described what you can do next. If you perform a longer operation, the Status Line will show you its progress. It also shows the mouse position and contains an indicator to help you use [object snapping](#). You can change the size of the Status Line using the Control Panel (see [Customizing the appearance of the program](#)).

The Status Line is an ideal companion to learning how to use Xara X.

### Mouse Position

70.5, 427.5pix

The current position of the mouse pointer in the [document](#) relative to the bottom left-hand corner. The units used to show the mouse position are the page units. For details of how to change them, see [Changing the page units](#).

### Snapping Indicator



This indicator only functions when you are using [object snapping](#) or guide snapping. When the handle currently being dragged snaps onto an object or a guide this indicator shows a red magnet (in addition to a magnet appearing on the mouse pointer). For more details, see the [Object Snapping Overview](#).

---

{button ,KL('status line',0,` \_\_\_\_No\_Topics\_Found`,`)} Related Topics

### **Straightening curved line segments**

You can change the segment of a line between two adjacent point handles in a straight line.

#### ■ **To straighten a curved line segment**

1. Select the line or shape (see Selecting objects).
2. Select the two point handles on either side of the curved segment (see Selecting point handles).
3. Choose the Shape Editor Tool.
4. Click the **Straight Lines** button on the Shape Editor Tool Infobar.

#### **Tips**

- You can select several line segments and change them in one operation.
- Both point handles must be selected. If only one is selected, the segment doesn't change.

### **Stretching or squashing ellipses**

You can easily stretch or squash ellipses.

- **To stretch or squash an ellipse**

1. Select the ellipse (see [Selecting objects](#)).
2. Choose the Ellipse Tool or the QuickShape Tool.
3. Drag a handle to stretch the ellipse relative to the opposite handle.

#### **Tips**

- You can also use the Selector Tool - see [Stretching or squashing objects](#).
- You can use the drop-down list on the [Ellipse Tool Infobar](#) or the [QuickShape Tool Infobar](#). Choose **Width and Height** from the list and change the values in the fields on the right.

**Stretching or squashing objects**

You can stretch or squash objects by either scaling them in one direction or skewing them.

**What do you want to do?**

- Scale objects in one direction
- Skew objects

### Stretching or squashing rectangles

You can easily stretch or squash rectangles.

- **To stretch or squash a rectangle**

1. Select the rectangle (see [Selecting objects](#)).
2. Choose the Rectangle Tool or the QuickShape Tool.
3. CTRL-drag a corner handle in the direction you want to stretch or squash the rectangle.

#### Tips

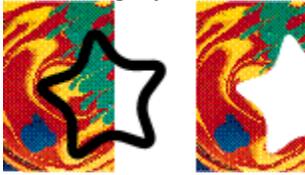
- You can use the Selector Tool. See [Stretching objects](#).
- You can also use the drop-down list on the [Rectangle Tool Infobar](#) or the [QuickShape Tool Infobar](#). Choose **Width and Height** from the list and change the values in the fields on the right.

- **Subtract Shapes (Arrange Menu) (Ctrl+2)**

Discard those areas of the selected objects covered by the front object and remove the front object. The front object may be a group for more complex cut-outs. This operation is the 'opposite' of [Intersect shapes](#). If the subtract results in more than one shape, they will be grouped. For more information see [Subtracting shapes](#).

## Subtracting shapes

Subtracting objects removes a section of the underlying objects using the outline of the top-most object.



### ■ To subtract a shape

1. Select the objects (see [Selecting objects](#)).
2. On the Arrange menu, choose **Combine Shapes** then **Subtract Shapes** (or press CTRL+2).

### Tips

- You can use with all object types including bitmaps.

### Movie

{button ,EF("XaraDemo.exe","SubShape Subtracting Objects",1,"") } Subtracting objects

---

### Related Topics

[Combining](#)

[Moving objects backwards and forwards](#)

### Swap between inside and outside contour

Contours can be either inside or outside of objects. (Outside contours make the objects larger.)

#### ■ To swap the contour direction

1. Select the contoured object (see [Selecting objects](#)). (See Notes.)
2. Choose the Contour Tool.
3. Either  
drag any of the eight [handles](#) that surround the selected objects (drag the handles inside or outside the objects to swap)  
or click the **Inner** or **Outer contour** buttons.

#### Notes

- You can also use the Contour Tool to select objects - [more details](#).
- Dragging the handles also resizes the contour. Clicking the button keeps the existing size.
- If you have several contoured objects selected, any changes apply to all the contours.

---

#### Related Topics

[Contours](#)

[Contour Tool](#)

### Swapping the selection of point handles

You can swap a [point handle](#) on a [line](#) or [shape](#) between being selected and not selected.

- **To swap the selection of point handles**

1. Choose the [Shape Editor Tool](#) or the [Pen Tool](#) (you can also use the [Selector Tool](#) - see tip).
2. SHIFT-click on a point handle on the selected line or shape. If selected the point is deselected, if not selected, the point is selected.

#### Tips

- You can also use the Selector Tool to swap the selection of point handles if you have enabled edit handles. See [Enabling edit handles](#).

---

#### Related Topics

[Point handles](#)

### Switching selection handle mode

Selection handles allow basic manipulation of the selected objects. They are enabled using the Selection Handles Button on the Selector Tool Infobar (see Enabling selection handles). They operate in two modes, Scale Mode and Rotate/Skew Mode. The former allows the selection to be scaled and stretched and the latter allows it to be rotated and skewed.

### To swap selection handle mode

- Click the Rotate/Skew Mode Button button on the Selector Tool Infobar
- or click on one of the objects in the selection.
- or choose the Selector Tool and press the **4** key on the main keyboard.

---

`{button ,KL('selecting,selection handles',0,`____No_Topics_Found`,`')}` **Related Topics**

### Switching to full screen mode

Full screen mode gives you the maximum possible area for the editing window. It does this by using different setting for the display of bars, the Status Line, Color Line and scrollbars. In full screen mode the title bar and the menu bar are not visible.

- **To switch to full screen mode**

From the Window menu, choose **Full Screen** to switch to full screen mode and back.

#### Tips

- The bars settings and the states of the scrollbars, Color Line and Status Line can be different for each mode.
- If the scrollbars are disabled, you can use the Push Tool to move around the document. See [Moving the page](#).
- You can change to full screen mode quickly by pressing **8** on the numeric keypad (if NumLock is enabled).
- All the galleries are closed when you switch modes.
- To make the menu bar visible, move the pointer to the top of the screen.
- For details on what you can do to increase the area of the screen available to show your drawing, see [Increasing the available work area](#).
- If you turn off the scrollbars, color line, status line, rulers and all the control bars, you can use full screen mode as a full screen viewing mode.

#### Movie

{button ,EF("XaraDemo.exe","FullScrn.avi Full Screen Mode",1,`) } Using full screen mode

### **TARGA Export Dialog Box**

The TARGA export bitmap dialog box is opened by selecting **TrueVision TARGA** as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. When a TrueVision TARGA file is saved to disk, the file name will end with TGA. For details of how to create a TARGA file, see [Creating TARGA files](#).

- [Bitmap Size](#)
- [Color Depth](#)
- [Area to Save](#)
- [Palette](#)
- [Dithering](#)

### **TIFF Export Dialog Box**

The TIFF export bitmap dialog box is opened by selecting **TIFF** as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported, the number of colors in the bitmap and the bitmap compression. For details of how to create a TIFF file, see [Creating TIFF files](#).

- [Bitmap Size and Resolution](#)
- [Color Depth](#)
- [Area to Save](#)
- [Compression](#)
- [Palette](#)
- [Dithering](#)

## Technical Support

We hope you don't have any problems when using Xara X but if you do please contact our Technical Support.

**email:** support@xara.com

**mail:** Technical Support

Xara Ltd.  
Gaddesden Place  
Hemel Hempstead  
HP2 6EX  
United Kingdom

**Phone:** +44 1442 35 00 00 (09:00-17:00 UK time, 10:00-18:00 CET, 04:00-12:00 EST)

**Fax:** +44 1442 35 00 10 (24 hours)

For the latest information see our web site:

[www.xara.com](http://www.xara.com) ■

## Related Topics

[Before calling Technical Support](#)

**Before calling Technical Support**

Please have the following information available before calling Technical Support. This will assist the Technical Support representative to help you more quickly and efficiently.

- A brief description of the problem, including the exact text of any error messages received, and the steps necessary to recreate the problem.
- The type of computer, monitor, pointing device (for example, mouse, tablet), printer, and video card (display adapter) in use.
- The version of Microsoft Windows in use. Choose the About Windows command from the Help menu in Explorer to find which version of Windows you are running.

## Text Overview

You can create [text objects](#) in several different forms. Each is a little different, though they all work in much the same way.

### Simple Text

My old man's a dustman,  
He wears a dustman's cap.

This is the original form of text in early versions of the program. With it you can create single or multiple line text blocks. For more details, see [Creating simple text](#).

### Column Text

My old man's a dustman, he wears a  
dustman's cap.

This is identical to simple text, but with the added benefit that you set the width of the text block when you create it and the words wrap onto the next line when each line is full. You can change the length or angle of the text block at any time. For more details, see [Creating column text](#).

### Text on a Curve

My old man's a dustman,  
He wears a dustman's cap.

Text on a curve works just like column text, but the text follows the curve of a line. For more details, see [Fitting text to a curve](#).

### Movies

{button ,EF("XaraDemo.exe","Text Entering Text",1,`) } Entering text

{button ,EF("XaraDemo.exe","EditText Editing Text",1,`) } Editing text

{button ,EF("XaraDemo.exe","TextFun Advanced Text",1,`) } Advanced text

{button ,EF("XaraDemo.exe","TextCtrl More on the Text Tool",1,`) } More on the Text Tool

---

{button ,KL('tools,text tool',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics

## Text Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a text object, it contains the following options:

- [Text Tool](#)  
-----
- [Reverse text on curve](#)  
-----
- [Print text as shapes](#)  
-----
- [Cut](#)
- [Copy](#)
- [Paste](#)  
-----
- [Delete](#)
- [Duplicate](#) (see note)
- [Clone](#) (see note)  
-----
- [Convert to Editable Shapes](#)
- [Create Bitmap Copy](#)
- [Combine Shapes](#)  
-----
- [Imagesetting](#)  
-----
- [Web Address](#)
- [Color Editor](#)

**Note:** **Duplicate** and **Clone** may be dimmed when you have a selected region. Xara X cannot duplicate or clone objects that are within other objects (for example. within a text story).

---

{button ,KL('pop-up menus',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## ▪ Text Tool - Aspect Ratio Field



This field on the [Text Tool Infobar](#) shows the [aspect ratio](#) of text. 100% is a 1:1 aspect ratio. For information on how to change the aspect ratio of text, see [Changing the aspect ratio of text](#).

---

`{button ,KL('tools,text tool',0,`____No_Topics_Found`,`)}` **Related Topics**

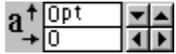
## ▪ Text Tool - Automatic Kerning



\_\_\_\_\_ Select this button to use the "kerning pair" information in the font for automatic kerning. For more information, see [Kerning text](#).

Xara X also has [Manual kerning](#).

## ▪ Text Tool - Baseline Shift and Manual Kerning



These two fields on the [Text Tool Infobar](#) are used to move characters either vertically (baseline shift) or horizontally (kerning).

### **Baseline Shift**

Changing the baseline shift of text moves it vertically. See [Changing the baseline shift of text](#) for more information. You can type values into this field in any unit, e.g. "2cm".

### **Manual Kerning**

Manual [kerning](#) spaces characters by placing an invisible 'kern' characters between them. Kerning is measured in [ems](#). For more information, see [Kerning text](#).

Xara X also has [Automatic kerning](#).

- CTRL+ '+'      Increase kerning (if the text cursor is present)
- CTRL+ '-'      Decrease kerning (if the text cursor is present)

---

### **Related Topics**

[Units overview](#)

## ▪ Text Tool - Bold Button

### **B**

When this button on the [Text Tool Infobar](#) is depressed, the **Bold** attribute is applied to the text. For more information, see [Making text bold](#).

- CTRL+B

### **Note**

The keyboard shortcut only works when the Text Tool is the current tool.

---

`{button ,KL('tools,text tool',0,`____No_Topics_Found`,`)}` **Related Topics**

## ▪ Text Tool - Center Justification Button



This button on the [Text Tool Infobar](#) sets the justification of text. When it is depressed, the text is centrally aligned around the point where you started typing. For more information, see [Justifying text](#).

### **Note**

You can center justify text fitted to a curve.

---

`{button ,KL('column text',0,`____No_Topics_Found`,`)}` **Related Topics**

## • Text Tool - Font Field



This field on the [Text Tool InfoBar](#) shows the current text font (typeface). Choose from the drop-down list to change the font. Note that you can also apply fonts using the [Font Gallery](#). For information on changing the text font, see [Changing text font](#).

On the left-hand side of the font is an indicator which shows the format of the font:

- **Adobe Type Manager (ATM) Type 1**
- **TrueType**

If a font is listed with a '\*' displayed next to it, this means the font required for the current document cannot be found. This may be due to it not being installed on your system or the font file being corrupt. It may be possible to solve this problem by reinstalling the font. See [Installing fonts](#). For a full list of fonts used in a document, see [Viewing document information](#).

## • Text Tool - Font Size Field



This field on the [Text Tool Infobar](#) shows the current point size of text. For information on changing the size of text, see [Changing the size of text](#). You can type values into this field in any unit, e.g. "2cm".

---

### Related Topics

[Units overview](#)

## ▪ Text Tool - Full Justification Button



This button on the [Text Tool Infobar](#) sets the justification of column text or text along a curve. When it is depressed, text is justified fully between the ends of the line that the text has been fitted to. Full justification works by increasing or decreasing the spacing until the text fills the line. For more information, see [Justifying text](#).

If you apply Full justification to text not fitted to a curve or non-column text, the text is left justified.

---

`{button ,KL('column text',0,`____No_Topics_Found`,`)}` **Related Topics**

## ▪ Text Tool - Italic Button

***I***

When this button on the [Text Tool Infobar](#) is depressed, the *Italic* (slanted) attribute is applied to the text. For more information, see [Making text italic](#).

- CTRL+I

### Note

- The keyboard shortcut only works when the Text Tool is the current tool.

---

{button ,KL('tools,text tool',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## ▪ Text Tool - Left Justification Button



This button on the [Text Tool Infobar](#) sets the justification of text. When it is depressed, the text is justified so that its left-hand edge is aligned with the point where you started typing. For more information, see [Justifying text](#).

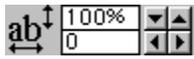
### **Note**

You can left justify text fitted to a curve.

---

`{button ,KL('tools,text tool',0,`____No_Topics_Found`,`')}` **Related Topics**

## ▪ Text Tool - Line Spacing and Tracking



### Line Spacing

This control on the [Text Tool Infobar](#) changes the spacing between lines in text objects. It always affects entire lines of text, so if you change the line spacing of a selected section of a text object, it will affect all the lines the selection covers. For more information, see [Changing the spacing between lines of text](#)

### Tracking

This control changes the spacing between the characters (letters) in text objects. For more information about changing the tracking, see [Changing the tracking of text](#).

- CTRL+ '+' Increase tracking (if a region is selected)
- CTRL+ '-' Decrease tracking (if a region is selected)

---

### Related Topics

[Units overview](#)

## ▪ Text Tool - Right Justification Button



This button on the [Text Tool Infobar](#) sets the justification of text. When it is depressed, the text is justified to the right of the point where you started typing. For more information, see [Justifying text](#).

### Note

- You can right justify text fitted to a curve.

---

`{button ,KL('tools,text tool',0,` ____No_Topics_Found`,`)}` Related Topics

## ▪ Text Tool - Superscript and Subscript Buttons



These buttons on the [Text Tool Infobar](#) set the superscript and subscript attribute to text., this results in text which is about half size. **Subscript** is the lower button and places the text at the bottom of the text line, whereas **Superscript** (the top button) places the small text at the top of the text line. For more information, see [Making text superscript and subscript](#).

---

{button ,KL('tools,text tool',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics



## Text Tool F8

The Text Tool allows you to create text objects consisting of one or many lines of text which can be placed around a curve if necessary and alter existing text objects. The Text Tool Infobar shows the range of text attributes.

- If there is a selected region of text, any change to a text attribute applies to that region.
- Otherwise, the change applies at the text cursor. Start typing and the text appears with the changed attribute.

If there is a selected region of text, the Infobar shows the attributes that apply to the region. If multiple values for one attribute have been applied, the field is blank, for example if the selected region includes both 10pt and 12pt text, the **Font Size** field is blank. When the cursor is visible, the Infobar shows the attributes that will apply when you type a character.

The Text Tool can also be chosen using the Text Pop-up Menu.

### Text Tool Infobar Controls

- Font
- Font Size
- Aspect Ratio
- Bold
- Italic
-  Left Justification
- Center Justification
- Right Justification
- Full Justification
-  Superscript and Subscript
- Line Spacing and Tracking
- Baseline Shift and Kerning
- Automatic Kerning

### Text Tool Operations

- Creating new text
- Editing text
- Selecting text
- Applying attributes to text
- Fitting text to a curve
- Creating column text
- Changing molded text
- Typing international characters
- Changing text font
- Changing the size of text
- Changing the aspect ratio of text
- Making text bold
- Making text italic
- Justifying text
- Making text superscript and subscript
- Changing the tracking of text
- Changing the spacing between lines of text
- Changing the baseline shift of text
- Kerning text
- List of Text Tool key shortcuts

### Movies

- {button ,EF("XaraDemo.exe","Text Entering Text",1,") } Entering text
- {button ,EF("XaraDemo.exe","EditText Editing Text",1,") } Editing text
- {button ,EF("XaraDemo.exe","TextFun Advanced Text",1,") } Advanced text
- {button ,EF("XaraDemo.exe","TextCtrl More on the Text Tool",1,") } More on the Text Tool

## The Basics

With Xara X you create your documents using a set of tools. Each tool has a specific purpose so its easy to move between them. When you select a tool, the Infobar (a special control bar) changes to provide a set of options specific to the tool. This means your screen is never obscured by controls and options you do not need.

### The Main Areas of Xara X

- [Bitmaps Overview](#)
- [Colors Overview](#)
- [Fills Overview](#)
- [Attributes Overview](#)
- [Galleries Overview](#)
- [Tools Overview](#)
- [List of Menus](#)
- [Creating Navigation Bars](#)
- [Guidelines and Guide Objects Overview](#)
- [Lines and Shapes Overview](#)
- [Object Snapping Overview](#)
- [Pop-up Menus Overview](#)
- [QuickShapes Overview](#)
- [Transparency Overview](#)
- [Internet bitmaps overview](#)
- [Creating Animated GIFs overview](#)
- [Units Overview](#)
- [Printing Overview](#)
- [Movies](#)

### Objects

These are the types of object supported by Xara X:

- [Lines and shapes](#)
- [QuickShapes](#)
- [Text](#)
- [Mold](#)
- [Blend](#)
- [Group](#)

### Handles

Xara X uses handles to manipulate (rotate, change shape, etc) objects. There are several different types of handles:

- [Selection handles](#)
- [Edit handles](#)
- [Fill handles](#)
- [Transparency handles](#)
- [Mold handles](#)

## The Tools

Tools are the main method of drawing objects and editing your documents. When you choose a tool, it customizes the InfoBar (see the [InfoBar Overview](#)) to show information and controls relevant to that tool. For example, when you choose the Text Tool, the InfoBar only shows text controls. The currently chosen tool defines which actions can be performed on the document. Click one of these buttons to choose a tool:

- [Selector Tool](#)
- [Freehand & Brush Tool](#)
- [Shape Editor Tool](#)
- [Pen Tool](#)
- [Rectangle Tool](#)
- [Ellipse Tool](#)
- [QuickShape Tool](#)
- [Text Tool](#)
- [Fill Tool](#)
- [Transparency Tool](#)
-  [Shadow Tool](#)
-  [Bevel Tool](#)
-  [Contour Tool](#)
- [Blend Tool](#)
- [Mold Tool](#)
-  [Button & NavBar Tool](#)
- [Push Tool](#)
- [Zoom Tool](#)

To remove a Tool button from the Toolbar, ALT-drag it and drop it away from the control bars. If you like you can copy or move Tool buttons to other control bars. See [Moving and copying buttons](#) and [Removing and restoring buttons](#).

## **The program is running slowly**

### **Problem**

If you find Xara X is running slowly on your machine (particularly on an 8Mb machine when the current document contains transparent objects) you may like to fine-tune the configuration to ensure it makes full use of your machine's resources. For 8Mb machines, we recommend at least 20Mb of virtual memory swap space - 30Mb, or larger, if possible.

### **What Can I Do?**

See [Changing the program's memory requirements.](#)

### Timing redraw

You can easily time how long a document takes to redraw. This is useful for comparing the redraw speed of with other drawing packages.

- **To time redraw**

1. Open the document. (See [Opening documents](#)).
2. Zoom in and move the document until it is at the required size and position. (See [Zooming in and out](#).)
3. Press CTRL+SHIFT+T.

This redraws the document and then a dialog box appears showing the time taken for the redraw.

To make a fair comparison with other packages

- Turn off [anti-aliasing](#) by setting the Quality slider to **Normal** and set the dithering method to Ordered dithering. This sets the screen display quality to be the same as other packages. See [Changing the screen quality of documents](#).
- Turn off background redraw. See [Turning background redraw on and off](#).
- Use a document that does not contain any transparent objects as documents containing them take a little longer to redraw.

**Tip of the Day (Help Menu)**

Choosing **Tip of the Day** from the Help menu opens the Tip of the Day dialog box containing a tip on how to use Xara X.

**Tell Me More**

Clicking this button will take you from the Tip of the Day dialog box to a page in the Xara X help which will explain the tip in more detail.

**Next Tip**

Clicking this button takes you to another tip.

---

{button ,KL('tip of the day',0,`\_\_\_\_No\_Topics\_Found`,`')} Related Topics

### Tracing bitmaps

If you need to convert a [bitmap](#) into [shapes](#), you can use the Bitmap Tracer to do it.

#### ■ To trace a bitmap

1. Select the bitmap.
2. From the Utilities menu, choose **Bitmap Tracer** to open the Bitmap Tracer dialog box.
3. Set the values as appropriate.
4. Click the **Trace** button.
5. Click the **Insert** button to insert the set of shapes into the document.

#### Tips

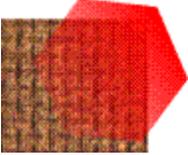
- To trace a bitmap quickly, right-click on it to open the pop-up menu and choose **Bitmap Tracer**.
- For details of how all the settings in the dialog box affect the result, click the Help button.
- If you do not get the image you want, see [Bitmap Tracer Troubleshooting](#).
- You can change the bitmap in the tracer using the drop-down list under the bitmap.

#### Movie

{button ,EF("XaraDemo.exe","Tracer Tracing Bitmaps",1,')} Using the bitmap tracer

## Transparency Overview

■



You can make any object transparent (including text and bitmaps) using the wide variety of transparency options available. Transparency can be used in two ways:

- By create semi-opaque objects in your drawing. For example you can use transparency to simulate glass.
- By overlaying parts of your drawing with additional objects. These additional objects are like filters or overlays to, for example, modify colors or contrast in your drawing.

You can use graduated transparency where the transparency changes across the object from one level of transparency to another.

Drawings containing transparent objects take a little longer to display on screen and to print.

You can use any of the following transparency shapes (click for more details) from the Transparency Tool:

- [Flat Transparency](#)
- [Linear Transparency](#)
- [Circular Transparency](#)
- [Elliptical Transparency](#)
- [Conical Transparency](#)
- [Diamond Transparency](#)
- [Three Point Transparency](#)
- [Four Point Transparency](#)
- [Bitmap Transparency](#)
- [Fractal Cloud Transparency](#)
- [Fractal Plasma Transparency](#)

For details on how to use transparency, see the following pages:

- [Applying transparency](#)
- [Changing transparency](#)
- [Creating custom transparencies](#)

If you don't want to see fill arrows and transparency arrows when dragging, press TAB when in the Fill Tool or Transparency Tool.

### Movie

`{button ,EF("XaraDemo.exe", "Transpar Simple Transparency Effects",1,`) } Using transparency`

---

`{button ,KL('transparency',0,`____No_Topics_Found',`) } Related Topics`

## ▪ Transparency Tool - Bitmap Name Field

▪

This field appears on the [Transparency Tool Infobar](#) for [Bitmap Transparency](#) only.

You can preview and select any of the bitmaps used in this document or, by clicking **More**, select from the fills in the Fill Gallery. More more information see [Applying bitmap transparency](#).

---

{button ,KL('bitmaps',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## • Transparency Tool - Bitmap and Fractal Transparency Resolution Field

This field is displayed on the [Transparency Tool Infobar](#) when the selection contains only bitmap/fractal transparencies and no transparency handles are selected.

Altering the value in the field changes the resolution of the bitmap/fractal fills in the selection by changing their size.

---

`{button ,KL('tools,transparency tool',0,`____No_Topics_Found`,`')}` **Related Topics**

## ▪ Transparency Tool - Fractal Transparency Grain Slider



This field only appears on the [Transparency Tool Info](#) bar when the selection contains only fractal transparencies and no transparency handles are selected.

Moving the slider changes the grain of the fractal fill(s). A low value gives a smooth, cloud-like pattern, a higher value gives a sharper, more 'grainy' texture.

---

{button ,KL('tools,transparency tool',0,` \_\_\_\_No\_Topics\_Found`,`)} Related Topics

## ▪ Transparency Tool - Profile

▪

The **Profile** field on the [Transparency Tool InfoBar](#) lets you change the transition (gradient) between the start and end of the transparency.

This field is dimmed for [flat](#), [three color](#) and [four color](#) transparencies.

For more information see [Changing the transparency profile](#).

---

### Related Topics

[Transparency Tool](#)

## ▪ Transparency Tool - Transparency Shape Field



This field is always present on the [Transparency Tool Infobar](#). It sets the transparency shape of the currently selected objects. For more details, see [Changing transparency shape](#).

The options available are:

- [No Transparency](#)
- [Flat Transparency](#)
- [Linear Transparency](#)
- [Circular Transparency](#)
- [Elliptical Transparency](#)
- [Conical Transparency](#)
- [Diamond Transparency](#)
- [Three Point Transparency](#)
- [Four Point Transparency](#)
- [Bitmap Transparency](#)
- [Fractal Cloud Transparency](#)
- [Fractal Plasma Transparency](#)

---

`{button ,KL('tools,transparency tool',0,`____No_Topics_Found`,`')}` **Related Topics**

## ▪ Transparency Tool - Transparency Level Slider



- These controls are only displayed on the [Transparency Tool Infobar](#) for some types of transparency.

`{button ,KL('tools,transparency tool',0,` ____No_Topics_Found`,`)} Related Topics`

## ▪ Transparency Tool - Tiling Field

This field appears on the [Transparency Tool Infobar](#) except for Flat and Conical transparency. (As these cannot tile.)  
With it you can change the [tiling](#) of the transparency.

---

`{button ,KL('tiling',0,`____No_Topics_Found`,`)}` **Related Topics**

## ▪ Transparency Tool - Transparency Type Field



This field is on the [Transparency Tool Info](#)bar. It controls how the colors of the selected object affect the colors of underlying objects.

The options available are:

- [Mix](#)
- [Stained Glass](#)
- [Bleach](#)
- [Contrast](#)
- [Saturation](#)
- [Darken](#)
- [Lighten](#)
- [Brightness](#)
- [Luminosity](#)
- [Hue](#)

---

{button ,KL('tools,fill tool',0,' \_\_\_\_No\_Topics\_Found','')} Related Topics

## ☒ Transparency Tool F6

With the Transparency Tool you can give objects levels of transparency using a wide variety of transparency shapes. It works in a similar way to the Fill Tool. For more information about transparency, see the [Transparency Overview](#).

### Transparency Tool Infobar Controls

Note that the Infobar shows only those controls relevant to the current Transparency Shape.

- ☒ [Transparency Shape](#)
- [Transparency Type](#)
- ☒ [Transparency Tiling](#)
- ☒ [Bitmap Name](#)
- ☒ [Profile](#)
- ☒ [Transparency Level](#)
- ☒ [Bitmap and Fractal Transparency Resolution](#)
- ☒ [Fractal Transparency Grain](#)

### Transparency Tool Operations

- [Applying transparency](#)
- [Changing transparency](#)
- [Removing transparency](#)
- [Using transparent lines](#)

### Notes

- ☒ Using transparent objects in drawings may result in slower redraw and printing. Areas containing transparent objects are exported as bitmaps in EPS format.
- ☒ Imagesetting: transparent objects always separate to CMYK. For more details, see [Imagesetting points to note](#).

### Movie

`{button ,EF("XaraDemo.exe","Transpar Simple Transparency Effects",1,`) } Using transparency`

## Troubleshooting

### Troubleshooters

- [Printing Troubleshooter](#)
- [Imagesetting Troubleshooter](#)
- [File Loading Troubleshooter](#)
- [Bitmap Tracer Troubleshooter](#)
- [Plug-ins Troubleshooter](#)

### Other Problems

- [Xara X is running slowly](#)

If you experience a problem which cannot be solved by any of the above, it is possible you are suffering from a fault in Xara X. Please refer to [Technical Support](#) for details of how to report the problem.

#### ■ Tune-ups Options

To open the Tune-ups Options, choose **Options** from the Utilities menu and click on the Tune-ups tab. The Tune-ups options allow various settings to be changed which affect everyday Xara X use.

##### **Redraw**

for more information, see [Changing the program's memory requirements](#).

##### **Cache**

When displaying items in some galleries, the program reads the information off disk into a cache to alleviate the need to load images as the gallery is scrolled. This option sets the number of items to be cached at any one time for each section. For more details, see [Changing the gallery cache size](#).

##### **Undo Size**

This setting applies only to the selected document. The amount of undo (see [Undo](#)) information stored can be unlimited, or a value can be set for the maximum amount of space to be taken up by it. See [Changing the undo size](#) for more information.

### **Turning Tip of the Day on and off**

When you start Xara X the Tip of the Day dialog box appears showing a tip on how to use the program. If you do not want to see Tip of the Day every time you start Xara X, you can turn it off.

- **To turn Tip of the Day off**

1. When the Tip of the Day dialog box appears, deselect the **Show tips on startup** option.

- **To turn Tip of the Day on**

1. From the Help menu, choose **Tip of the Day**.
2. Select the **Show tips on startup** option.

### **Turning background redraw on and off**

You can change the way your documents are redrawn by the program. If background redraw is on, the program redraws your document on the screen in slices, one after another. If background redraw is off, the drawing will be redrawn in one go. Although using the Xara X with background redraw off is faster, it is usually preferable to leave it on as you can alter your drawing before it has been completely redrawn.

#### ■ **To turn background redraw on and off**

1. From the Utilities menu, choose **Options**.
2. Click the View tab.
3. Click the **Background Redraw** option.

## Typing international characters

Xara X includes shortcuts for the following special characters. The characters are entered in the Text Tool by first pressing CTRL along with a modifier, releasing both keys and then pressing the letter to which the modifier should be applied. The CTRL-character key press is called a 'dead-key'. So, for example, to enter an ð, you would hold down CTRL, type a ~ (usually SHIFT+#), release CTRL and then press o.

To produce	Press
ÀÉÌÓÙàèìòù	CTRL+ ` then a,A,e,E,i,l,o,O,u or U
ÁÊÏÓÛÝáéíóúý	CTRL+ ' then a,A,e,E,i,l,o,O,u, U, y or Y
ÃÑÕãñõ	CTRL+ ~ then a,A,n,N,o or O
ĂĖĪŌŠŪăėĭőšŭ	CTRL+ ^ then a,A,e,E,i,l,o,O,s, S, u or U
ÄËÏÖÛäëïöÛ	CTRL+ : then a,A,e,E,i,l,o,O,u, U, y or Y
¢	CTRL+/ then c
Øø	CTRL+/ then O or o
ç Ç	CTRL+ , then C (or c)
®	CTRL+@ then R (or r)
©	CTRL+@ then C (or c)
Áá	CTRL+@ then A or a

### Notes

- You can also type in these characters if you know the character number. (Many books list the Windows character set and corresponding numbers.) Hold down ALT and type the number on the numeric keypad.
- Some keyboards (for example Portugal, German) do dead keys already. Xara X does not affect this.
- Some keyboards require you to press CTRL to get an accent character (for example to enter the ' for an è). If your keyboard does this, it should provide another way for you to enter international characters.
- If you wish to disable this system and you know how to edit the registry, change HKEY\_CURRENT\_USER\Software\Xara\Xara X\Version XX\Options\TextTool\UseDeadKeys (where XX is the version you are using) from "1" to "0".
- If you are in a country with a keyboard that does not have one of the required keys (for example Portugal does not have a ^) you must enter the character using ALT+<character number> or use CharMap or a similar program.

---

{button ,KL('tools,text tool',0,` \_\_\_\_No\_Topics\_Found`,`)} Related Topics

## Typing text onto a curve

You can create a [text object](#) by typing directly onto a line or shape. This is a useful alternative to typing in the text and then [fitting it to the line](#).

### ■ To type text onto a curve

1. Select a [line](#) or [shape](#).
2. Choose the [Text Tool](#).
3. Click on the line or shape. CTRL-click to start the text at the beginning of the line.
4. Type the text. When the text cursor reaches the end of the line, it wraps onto a new line underneath. If you are typing the text onto a shape, it will wrap around the line again.

When you click, two handles appear on the line or shape that show the width of the text. The text wraps within this width, just like column text.

### Tips

- Text will always follow the direction in which the curve was drawn. You can [reverse the line direction](#) if required. Alternatively use the [flip buttons](#) in the Selector Tool to flip the line.
- If you do not want text wrapping (you want the text continuing off the end of the line), SHIFT-click on the line. This inserts a [kern character](#) at the beginning of the line.
- Text around a curve can be edited and selected as normal. The text cursor follows the path of the curve.
- You cannot type onto a [QuickShape](#) (including ellipses and rectangles). Either:  
(a) type in the text then use [fit text to curve](#)  
or (b) [convert the QuickShape to an editable shape](#) before clicking on it.

---

{button ,KL('text objects,fitted to curves;tools,text tool',0,`\_\_\_\_No\_Topics\_Found`,`')}} Related Topics

- 
- **Undo and Redo (Edit Menu) CTRL+Z and CTRL+Y**

#### **Undo**

Any changes you make to a document can be undone. The recorded undo information is not saved with the document and so, if you save a document and later reload it you will no longer be able to undo changes you made before the Save.

#### **Redo**

At any time when you have Undone some changes you can choose to redo them again. This is very useful because it gives you the ability to change your mind about an edit as many times as you like.

Undo and Redo always show a brief description of what will be undone or redone. For example "Undo Delete".

#### **Tips**

- Except when using the Text Tool, you can also use the < and > keys to Undo and Redo.
- The number of steps you can undo depends on the memory that was available to record them (see [Tune-ups Options](#)).

---

{button ,KL('undo',0,`\_\_\_No\_Topics\_Found`,`)} **Related Topics**

### **Undoing and redoing operations**

As you make changes to your drawing you can undo them to return to an earlier stage. You can also redo changes which you have undone.

- **To undo and redo operations**

1. Select the document where you want to undo or redo operations.
2. From the Edit menu, choose **Undo** or **Redo**.

**Tip**

- However far you go back through undo steps, as soon as you edit the document yourself you will no longer be able to redo any of those steps.

- **Ungroup (Arrange Menu) CTRL+U**

**Ungroup** separates all selected groups into their constituent objects. For more details, see [Ungrouping objects](#) or [Grouping objects](#).

 **Ungroup Transparency (Arrange Menu)**

Group Transparency lets you overlay transparency. This menu option separates objects previously grouped using **Group Transparency**. For more details, see [Using Group Transparency](#) and [Removing Group Transparency](#).

## Ungrouping objects

This separates objects currently joined as a group.

### ■ To ungroup objects

1. Select the group.
2. From the Arrange menu, choose **Ungroup**.

### Tips

- If you want to change an object inside a group, you do not need to ungroup it. See [Selecting objects in objects](#).

### Movie

{button ,EF("XaraDemo.exe","Groups Grouping Objects",1,`) } Grouping objects

---

{button ,KL('groups',0,`\_\_\_\_No\_Topics\_Found',`) } Related Topics

### Unit Properties Dialog Box

- [Unit Name](#)
- [Abbreviation](#)
- [Prefix or Suffix](#)
- [Unit Definition](#)

---

{button ,KL('units',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

**Unit Properties Dialog Box - Abbreviation**

This is the abbreviation used for the unit, for example n.m., US\$, dm.

**Unit Properties Dialog Box - Prefix or Suffix**

**Prefix.** If this option is set, the abbreviation is shown before the numeric measurement, for example £14.

**Suffix.** If this option is set, the abbreviation is shown after the numeric measurement, for example 12n.m.

### **Unit Properties Dialog Box - Unit Definition**

**Is Equivalent To.** These three fields are used to define the size of the new unit in terms of one of the existing units. For example, for nautical miles you would fill the fields to read "1 nautical mile is equivalent to 1852 metres".

**Unit Properties Dialog Box - Unit Name**

This is the full name used for the new unit, for example Nautical Miles.

## ■ Units Options

To open the Units Options, choose **Options** from the Utilities menu and click on the Units tab. This section allows the control of the use of units in Xara X and the definition of new, custom units. See [units overview](#) for a list of standard units. You can also define your own.

### Default Units

#### Page Units

These are the units used for most measurements in Xara X. For more information, see [Changing the page units](#).

#### Font Units

These units are used by Xara X for text measurements. For more information, see [Changing the font units](#).

#### Color Units

These are used by the Color Editor when you are editing colors. For more information, see [Changing the color units](#).

### Unit Definition

This section displays the custom units you have created and allows you to add and delete units. For information on this, see [Creating a custom unit](#).

#### New Unit

Click this button to create a new custom unit. It opens the Unit Properties dialog box.

#### Delete Unit

Click this button to delete the custom unit selected in the list.

#### Properties

Click this button to alter the properties of the unit selected in the list. It opens the Unit Properties dialog box.

---

`{button ,KL('units',0,`____No_Topics_Found`,`)}` **Related Topics**

## Units Overview

Xara X has a high level of support for units of measurement. Units are used widely throughout the program and you can define additional custom units as required (see [Creating a custom unit](#)). Whenever a field is visible showing a measurement in units, you can type in a value using any unit. For example, you can type "1pt" or "2cm" or even "10mi" into the Font Size field on the [Text Tool Infobar](#).

The default Xara X units are:

pix	Pixels	(1/96 inch)
mm	Millimeters	
cm	Centimeters	
m	Metres	
in	Inches	
ft	Feet	
yd	Yards	
pt	Points	(1,000 mp or 1/72 inch)
pi	Picas	(12,000 mp 1/6 inch)
mp	Millipoints	(1/72,000 inch)
mi	Miles	
km	Kilometers	

A millipoint is 1/72000 in. and is used for all internal measurements.

### Tip

- You can use a scale factor with your document. For example you could draw a map at a scale of 25,000 to 1 with the units appearing on the Status Line and [Infobar](#) in Kilometers. See [Setting a scale factor](#).

---

`{button ,KL('units',0,`___No_Topics_Found`,`')}` **Related Topics**

## Unlocking Xara X

When you purchase, we mail you a CD. When you receive the CD, reinstall the program from the CD as this doesn't need an unlock code.

However, when you first purchase Xara X, the CD takes a few days to arrive. So you need to unlock your existing downloaded or trial version. (Note that this unlocks the program for a maximum of eight weeks.)

Purchasing over the Web uses two keys:

- a nine letter **Key code**
- a seven letter **Unlock code**

**The Key code changes if you change or reformat your hard drive or change to a new computer. You will need a new Unlock code.**

If you have already purchased Xara X, you will not be charged for getting a new Unlock code. However, you will need your XaraClub user name and password. Forgotten your password? You can find help at:

[secure.commerce.xara.com/registration/passwordhint.asp](http://secure.commerce.xara.com/registration/passwordhint.asp) ■ .

- **To generate a new unlock code:**

1. If necessary, reinstall Xara X trial on the machine you want to use it on.
2. Run Xara X and click **Purchase**.
4. Click **Purchase Online**.
4. Enter your XaraClub user name and password and click **Go to Unlock Page** - it will generate a seven letter Unlock code.
6. Type that seven letter **Unlock code** into the Purchase dialog box in Xara X. Note: use upper case letters - type 'ABCDEFG' not 'abcdefg'.

**Remember:** this Unlock code applies only to your current set-up. Changing the hard disc or computer means you need a new Unlock code.

To unlock a trial version on a machine without an Internet connection repeat steps 1. and 2. as above. Make a note of the nine letter Key code displayed in the title bar of the Purchase dialog box. You can generate a matching unlock code from a machine that is online, by logging into your XaraClub account from our home page [www.xara.com](http://www.xara.com) ■

---

### Related Topic

[Purchasing Xara X](#)

### **Updating a disk-based gallery**

You can add folders of extra items to the Clipart and Fill Galleries (see [Adding clipart to the clipart gallery](#) or [Adding fills to the fill gallery](#)). If you later change the contents of these folders (e.g. by editing them or replacing a CD), you need to update the gallery so any new files are shown and the thumbnail images updated to show your changes.

- **To update a disk based gallery**

1. From the Utilities menu, choose [Clipart Gallery](#) or [Fill Gallery](#).
2. Click on the heading of the section you want to update. You can CTRL-click on additional sections.
3. Click the **Disk** button.
4. Click the **Update** button.

Updating a folder will usually involve updating the index and creating new thumbnail images.

**Use Help from the Web**

Dummy topic to create an entry in XSHELPID.H - this was originally used by Xara Webster.

### **Use Hints, Tips and Movies from CD**

Throughout the help are Web Links which you can click to open hints and tips pages on the Internet. If you have installed Xara X from a CD, you can select this option so Xara X does not connect to the Internet, but takes the hints and tips pages and movies from the Xara X CD. Remember to put the Xara X CD in your CD drive before you click any Web Links.

If you select this option, both the Movies and Hints and Tips Pages items on the Xara On the Web submenu (on the Help menu) will work without connecting to the Internet.

As this option takes the hints, tips and movies from the CD, you won't see any updates we make to the pages on the web unless you turn this option off.

#### **Note**

- This option is not present unless you have installed Xara X from a CD.

## Using ClipView

ClipView lets you use an object as a "window" onto other objects. You see only those parts of other objects that are within the window. We call this creating a ClipView. You can move the window object to change your view. (The window object remains visible.)

The original objects:

- 
- With ClipView applied (the blue ellipse is the window object):
- 

### Note:

- "Paste inside" is the term used in some other packages for this feature.

### What do you want to do?

- [Create a ClipView](#)
- [Remove a ClipView](#)
- [Move objects in a ClipView](#)

### Movies

`{button ,EF("XaraDemo.exe", `ClipView Using ClipView',1,`) } Using ClipView`

---

`{button ,KL(`clipping',0,`____No_Topics_Found',`)} Related Topics`

## Using Contours to Resize Objects

You can use contours to change the size of objects by making the outline thicker or thinner. This has advantages over resizing for complex shapes like the letter "C":



Left: the original object

Center: resized using a contour

Right: resized by scaling the object up

### ■ **To resize using contours**

1. Select the object (see [Selecting objects](#)) (see Note).
2. Choose the Contour Tool.
3. Give the object a contour of the required size - see [Contouring objects](#) for details.
4. Click **Inset path** on the [Contour Tool Infobar](#). The contour steps disappear and the object is now the size of the contoured object.

### **Note**

- You can also use the Contour Tool to select objects - [more details](#).

### [Movie](#)

{button ,EF("XaraDemo.exe",`Contour Using Contours',1,`) } Using contours

---

### **Related Topics**

[Contours](#)

[Contour Tool](#)

## Using Templates

The [Clipart Gallery](#) includes sets of professionally designed template sets for use on web pages and elsewhere. You can also [create your own template sets](#).

### ■ Viewing the Template sets

1. Open the Clipart gallery.
2. Select **Web themes** from the drop-down list.
3. Each section in the Gallery contains a set of templates (those designed around a common theme). Open a section to view the individual graphics. To open or close a section double-click on its gray section bar or click the folder icon.

### ■ To load a graphic:

1. Click the graphic you want to load.
2. Click **Open** or **Import**.

For more information see [Selecting items in a gallery](#).

### Using rulers

As you create or scale [objects](#) you can use the [rulers](#) to check their size. If you need to size or scale objects more accurately, you can use the [Selector Tool](#).

#### Tip

- The units and number of divisions on the rulers are the same as those for the on-screen grid. These are set in the [Grid and Ruler Options](#). The right-hand end of the top ruler shows the units currently in use.

---

`{button ,KL('rulers',0,`___No_Topics_Found`,`)}` **Related Topics**

## Using scrollbars

[Scrollbars](#) allow you to move the page around in the Xara X document window. The Scrollbars in Xara X are proportional. For example if the current zoom on your document means you are looking at half the workspace, the scroll bar will take up half of the bar. This makes it easier to see, at a glance, at what scale the document is being viewed. The scrollbars are also interactive meaning that the page scrolls as you move them, rather than waiting until you release the mouse button.

### Tips

- Clicking the right mouse button on scrollbars moves in the opposite direction from normal. For example, right-clicking above the scroll box scrolls down. This makes it simple to move backwards and forwards using the scrollbars without having to move the mouse.
- You can change the size of the scrollbars. See [Customizing the appearance of the program](#).

---

### Related Topics

[Scrollbars](#)

[Moving the page](#)

## Using Slicing to optimize web graphics

For fast download over the Internet you want to create the smallest possible files. Sometimes you can achieve the best results by exporting part of a graphic as a [JPEG](#) (which is best for photographs and areas of complex color changes) and part as a [GIF](#) (which is best for areas of flat color). An alternative would be to export detailed parts of the graphic as a 256-color GIF and the other areas as 2-color. [Image slicing overview](#) describes the basics of image slicing but this page describes exporting in differing file formats and color depths.

To show you how, we'll use this graphic (in practice you would not slice a simple image like this):

■  
The blue & white circle can be exported as a JPEG; the surrounding areas of flat red as a GIF.

### First stage: name the circle

Named objects control slicing so give the circle a Name. Use either the [Name Gallery](#) or [New name](#) on the [Selector Tool Infobar](#). For this example we'll use the name **Circle**. If you had more areas you wanted to export at high quality you would also name them in the same way.

### Second stage: set the export options

1. In the drop-down list in the Name Gallery select **Exports**.
2. Click ■ to the right of **Circle** and select the required format (JPEG in this example). The file name is the same as the Name in the Name Gallery. (Changing the file name also changes the name shown in the Name Gallery.)
3. Click **Save** to save the settings. (This does not save a bitmap at this stage.)
4. Click **JPG** (wording depends on the format chosen in step 2) and select the required save options (such as color depth). (For more detail on the options in this dialog box, click the Help button.)
5. Click **Apply** to save these settings. (Again, this does not save a bitmap)

### Third stage: export the graphic in slices

You do not need to specify how to slice the image as Xara X does this automatically from the information in the Name Gallery.

1. Select both the red rectangle and the blue circle - see [Selecting objects](#).
2. Select **Export image in slices** on the File menu.
3. Select the file format for the other parts of the graphic (in this case the red rectangle). For this example of exporting the circle as a JPEG and the rectangle as a GIF, you would select **GIF** as the file type.
4. The file name is the HTML file that contains the HTML code for the sliced image. You can change the file name if required.
5. Click **Save**.
6. Select the required save options. (For more detail on the options in this dialog box, click the Help button.)
7. Click **Export** to save the sliced image.
8. You can now view the exported bitmaps in your browser.

The example is sliced like this (the slices has been separated so you can see them):

■  
[Image slicing overview](#) has full details of how to use the bitmaps and HTML code on a web page.

### **Using the Push Tool temporarily**

The Push Tool can be used temporarily - alleviating the need to manually choose the previous tool afterwards.

■ **To use the Push Tool temporarily**

1. Press and hold down ALT+X to swap to the Push Tool.
2. Use the Push Tool as required. See [Moving the page](#).
3. Release ALT+X to return to the previous tool.

**or**

1. Press and release ALT+X to swap to the Push Tool.
2. Use the Push Tool as required.
3. Press and release ALT+X again to return to the previous tool.

---

`{button ,KL('tools,push tool',0,`____No_Topics_Found`,`)}` **Related Topics**

### Using the Selector Tool temporarily

The Selector Tool can be used temporarily - alleviating the need to manually choose the previous tool afterwards.

■ **To use the Selector Tool temporarily**

1. Press and hold down ALT+S to swap to the Selector Tool.
2. Use the Selector Tool as required.
3. Release ALT+S to return to the previous tool.

**or**

1. Press and release ALT+S to swap to the Selector Tool.
2. Use the Selector Tool as required.
3. Press and release ALT+S again to return to the previous tool.

**or** (except from the Text Tool)

1. Press and hold down the Space Bar to swap to the Selector Tool.
2. Use the Selector Tool as required.
3. Release the Space Bar to return to the previous tool.

**or** (except from the Text Tool)

1. Press and release the Space Bar to swap to the Selector Tool.
2. Use the Selector Tool as required.
3. Press and release the Space Bar again to return to the previous tool.

---

**{button ,KL('tools,selector tool',0,`\_\_\_\_No\_Topics\_Found`,`')}} Related Topics**

### **Using the Zoom Tool temporarily**

The Zoom Tool can be used temporarily - alleviating the need to manually choose the previous tool afterwards.

■ **To use the Zoom Tool temporarily**

1. Press and hold down ALT+Z to swap to the Zoom Tool.
2. Use the Zoom Tool as required.
3. Release ALT+Z to return to the previous tool.

**or**

1. Press and release ALT+Z to swap to the Zoom Tool.
2. Use the Zoom Tool as required.
3. Press and release ALT+Z again to return to the previous tool.

---

`{button ,KL('tools,zoom tool',0,`____No_Topics_Found`,`)}} Related Topics`

## Using the keyboard

This Help uses these conventions for showing keyboard Shortcuts:

Keys are shown in upper case. For example CTRL is the Control key.

Combinations of keys are shown like this: CTRL+A. This means:

1. Press and hold down the CTRL (Control) key.
2. Press and release the A key.
3. Release the CTRL key.

## The Constrain Key

The CTRL (Control) key has a special function in Xara X. It constrains the action of the current operation in some way. For example, normally you can rotate an object through any angle. Hold down CTRL and the rotation is constrained to preset angles (defined in [General Options](#)). Similarly constraining the creation of an ellipse creates a circle.

## The ALT keys

Most keyboards have two ALT keys. The right-hand ALT key is interpreted by Windows as CTRL+ALT. Xara X cannot alter this behavior. As a result Xara X operations involving the ALT key only function using the left-hand ALT key.

---

## Related Topics

[Mouse clicking and dragging](#)

[List of keyboard shortcuts](#)

## Using the mouse

### Click

Press and release the mouse button. This is usually the left mouse button, but this is configurable. See [Configuring the mouse buttons](#).

### Double Click

Click twice in quick succession.

### Drag

Hold down the mouse button whilst moving the mouse.

### Drag-and-drop

Move the mouse over an item, drag the item to the required position and release the mouse button to drop it. Xara X uses drag-and-drop extensively. You can drag colors from the Color Line and drag any item from a gallery onto your document.

### CTRL-Click

Hold down the CTRL key during the click.

### SHIFT-Click

Hold down the SHIFT key during the click.

### ALT-Click

Hold down the ALT key during the click.

### Mouse with wheel

See [this page](#).

### Note

- CTRL, SHIFT and ALT can be held down in any combination during an operation.

---

{button ,KL('keyboard,using the keyboard',0,'\_\_\_No\_Topics\_Found',`)} Related Topics

### Using transparent lines

If you apply flat transparency to an object with an outline (or simply a line) the transparency will also affect the outline, but if you remove the transparency from the object, the outline will also lose its transparency. If you need to achieve the effect of a shape with a solid fill, but a semi-transparent outline, you can do it like this.

1. Select the object.
2. Choose the Transparency Tool.
3. Set the required transparency level for the line.
4. Remove the fill from the object by clicking on the **No Color** button on the Color Line.
5. Clone the object. See Copying objects.
6. Reapply the original fill to the cloned object.
7. Remove the outline from the cloned object by right-clicking on the **No Color** button on the Color Line.
8. Choose **No Transparency** from the Transparency Tool Infobar to remove the transparency from the cloned object.

#### Note

- Lines and outlines are only transparency when flat transparency has been applied to the object. The other transparency types (linear, conical etc) do not affect lines or outlines of objects.

#### Utilities Menu

- [Galleries](#)
- [Color Editor](#)
- [Imagesetting](#)
- [Web Address](#)
- [Bitmap Tracer](#)
- [Bitmap Effects & Plug-ins](#)
- [Animation](#)
- [Options](#)

## ■ View Options

To open the View Options, choose **Options** from the Utilities menu and click on the View tab. They control a large array of options concerned with the way you use Xara X.

### Show Progress Bar

When Xara X is performing long operations, it can display a progress bar on the Status Line. Selecting this option will enable the display of this bar. The bar shows how far the operation has progressed.

### Interactive Fill Dragging

This option turns on interactive fill and transparency dragging so you can see how fills and transparency look as you drag the fill handles. For more information, see [Enabling interactive fill and transparency dragging](#).

### Dithering

These options set the [dithering](#) method used to display your document on the screen. See [Changing the screen dithering](#).

### Bitmaps

These options apply only to the current document. They have no affect on any other documents currently loaded.

### Never smooth

When Xara X scales a bitmap it usually smooths (interpolates) between the individual pixels to give a smooth look to the bitmap. Usually this gives the best results. However you might not want this effect; in this case check this option. Note that this overrides any **Smooth when scaled up** [settings for individual bitmaps](#).

### Dpi of auto-generated types

Some features such as shadows and bevels are created using bitmaps. For on-screen use (such as web page graphics) 96 dpi is the best value. For printed work, you may need a higher resolution so you cannot see the individual pixels in the bitmap. Changes to this value apply to new auto-generated bitmaps; it has no effect on existing bitmaps.

### Color Line Size

This option allows the display of colors on the Color Line to be altered. When the full set of named colors no longer fits on the screen, scrollbars appear on the Color Line. See also, [Color Line Overview](#).

### Edit Local Colors In

This option sets the color model used when editing [local colors](#) using the Color Editor. It can be set to any of the available [color models](#) or to **Automatic Color Model** which will use the appropriate model. See also [Color Editor](#).

### Automatic Scroll to Selected Color

When this option is set, the Color Line and Color Gallery will automatically scroll as necessary to ensure the fill colors of the currently selected object(s) are in view where possible.

If this option is not set, the Color Line and Color Gallery will not scroll. The colors of the selection may not always be visible on the Color Line or in the Color Gallery.

**The following options apply only to the current document. They will not affect any other documents currently loaded.**

### Proportional Scrollbars

When this option is set, the scrollbars around the document window are shown proportional to the visible portion of the document rather than being of a fixed size as is usual with Windows. Scrollbars can be disabled completely using the [Scrollbars](#) option on the Window menu.

### Background Redraw

When this option is set, redraw is slowed down, but the drawing can be edited while redraw takes place. For maximum redraw speed, disable this option. [Turning background redraw on and off](#).

## View Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a blank area of the document or an unselected handle, it contains the following:

- [New View](#)
- [Full Screen](#)  
-----
- [Quality](#)
- [Show Grid](#)
- [Show Guides](#)  
-----
- [Snap to Grid](#)
- [Snap to Guides](#)
- [Snap to Objects](#)  
-----
- [Default Page Background](#)
- [Page Options](#)

---

{button ,KL('pop-up menus',0,`\_\_\_\_ No\_Topics\_Found`,`)} Related Topics

### Viewing document information

You can view a dialog box that gives you a variety of information about the current document.

- **To view the document information**

1. Ensure the document is the current document. If it is not, click on it.
2. From the File menu, choose **Document Info**.

#### Tips

- This dialog box lists all the fonts used in the document. An \* by the name of a font means it is not installed on your computer.
- You can type into the **Comments** field. Comments are saved with the document and are an easy way of including notes with a document

---

{button ,KL('fonts,installing',0,`\_\_\_No\_Topics\_Found`,`)} **Related Topics**

### Viewing several document at once

Either:

- from the Window menu, choose **Arrange Views**. This places all the document views so you can see them all at once.
- or from the Window menu, choose **Cascade**. This places all the document views in a diagonal line so you can see all their title bars.
- or drag the title bars of the document views and resize them so you can see the areas you need to.

#### Tip

- If you have a document open, but don't need to see it, minimize it to an icon. If you use **Arrange Views** now, the minimized document stays at the bottom of the screen.

## Viewing the movies

**Available only with CD versions of Xara X**

**Not available with download versions**

The CD includes a large number of multimedia movies. To look in the Movie Library [click here](#).

- **To start a movie**

The movie starts automatically as soon as you click the movie button.

- **To pause a movie**

Click the Pause (bottom left-hand) button. Click again to restart.

- **To rewind or advance a movie**

Drag the slider at the bottom of the window

- **To resize the movie window**

(Not applicable to Windows Media Player 7.) You cannot drag the edges of the window to resize. (This would distort the image in the window and give poor quality results.) Instead, click the Menu button (to the right of the Pause button) and choose from the View options.

- **To close the movie window**

If you let the movie run to the end and stop, the movie window will close down automatically after a few seconds. If you rewind the movie the window will only close when you close it manually.

### **WPG Export Dialog Box**

The WPG export bitmap dialog box is opened by selecting **WPG** as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. For details of how to create a WPG file, see [Creating WPG files](#).

- [Bitmap Size](#)
- [Color Depth](#)
- [Area to Save](#)
- [Palette](#)
- [Dithering](#)

### Warping the edges of polygons

You can curve the sides of polygons created using the QuickShape Tool.

#### ■ **To warp the edges of a polygon**

1. Select the polygon (see [Selecting objects](#)).
2. Choose the [QuickShape Tool](#)
3. Move the mouse pointer over a side of the QuickShape. (The pointer changes to an arrow.)
4. Drag to reform the sides of the polygon.

#### **Tips**

- The sides of a QuickShape can be made straight again using the **Restore Edges** Button on the [QuickShape Tool Infobar](#).
- If you hold down CTRL as you drag the edges of a starred polygon, both sides of each star point will move in parallel.
- If you hold down CTRL+SHIFT as you drag the edges of a starred polygon, both sides of each star point will move symmetrically.

---

{button ,KL('quickshapes',0,`\_\_\_\_ No\_Topics\_Found`,`)} **Related Topics**

### Warping the edges of rectangles

You can curve the sides of rectangles created using the QuickShape or Rectangle Tool.

#### ■ **To warp the edges of a rectangle**

1. Select the rectangle (see [Selecting objects](#)).
2. Choose the [QuickShape Tool](#)
3. Move the mouse pointer over a side of the rectangle, the pointer changes to an arrow.
4. Drag to reform the sides of the rectangle.

#### **Tip**

- The sides of a QuickShape can be made straight again using the **Restore Edges** button on the [QuickShape Tool Infobar](#).

---

#### **Related Topics**

[QuickShapes overview](#)

[Rectangles](#)

▪ **Web Address (Utilities Menu) CTRL+SHIFT+W**

With this dialog box you can add web addresses to objects in documents so when the document is displayed on a web page, clicking on objects takes you to other pages. For more information, see Adding web addresses to objects. For details on what you can type into this dialog box, see the Web Address Overview.

- URL
- Correct URL automatically
- Target frame for URL
- Clickable area
- Add / Change
- Remove

**Note**

- You can also open the Web Address dialog box by right-clicking on an object to open the pop-up menu and choosing **Web Address**.

**Movies**

{button ,EF("XaraDemo.exe",`WebAdd Assigning Web Addresses',1,`) } Creating hot-spots

{button ,EF("XaraDemo.exe",`Imagemap Image maps',1,`) } Image maps

---

{button ,KL(`web files',0,`\_\_\_\_No\_Topics\_Found',`) } Related Topics

### **Web Address Dialog Box - Add/Change Button**

Clicking the **Add** button sets the web address of the selected objects to the address shown in the dialog box. If the object already has a web address assigned to it, this button is labeled **Change**.

### Web Address Dialog Box - Clickable area

These option buttons let you specify what area of the object must be clicked on to fetch the URL. There are two choices:

**Object shape**                      The user must click on the exact shape of the object to fetch the URL

**Rectangle surrounding object**                      The user can click anywhere in the rectangle surrounding the object (the bounding box) to fetch the URL.

The 'default clickable area' is the value that is shown in the Web Address dialog when there is no Web Address attribute on the selection. If the selection consists only of text, the default clickable area is **Rectangle surrounding object**. Otherwise, the default clickable area is **Object shape**. The **Object shape** option is fairly straightforward (only clicking on the exact object shape will fetch the URL).

**Web Address Dialog Box - Correct URL automatically**

URL's / web address need to be in the right format. Because there are so many ways of typing URL's, this option ensures your URL is correct. When it is enabled it looks at what you have entered (when you close the dialog box or apply your changes) and corrects the URL. For example, if you enter "www.xara.com" it will correct it to "http://www.xara.com/". The URL is corrected when you click the **Add** or **Change** button.

**Web Address Dialog Box - Remove Button**

Clicking this button removes the web address from all the selected objects.

### Web Address Dialog Box - Target frame for URL

If you want the URL in the URL field to be fetched into a specific frame in the browser, type the name of the frame in this field.

For example, if you type 'http://www.xara.com' into the URL field and 'RIGHT' into the Frame field, then this tells the browser to fetch the URL 'http://www.xara.com' into the frame called 'RIGHT'. By default, the value in this field will be '\_self'. This means that the URL in the URL field is fetched into the same frame as the current document.

The drop-down list of this combo box contains four frame names that cause the browser to do special things:

**\_self** Fetch the specified URL into this frame. (The frame that contains this object.) This is the best option to use if you are not sure which to use.

**\_parent** Fetch the specified URL into the parent window or frameset that contains this frame.

**\_top** Fetch the URL into the main browser window, replacing any existing frames.

**\_blank** Fetch the URL into a new window.

**default** Do not include a TARGET attribute in the image map entry for this object. This has the same effect as **\_self** unless you have used a BASE TARGET= tag in the document.

You can either select one of these, or type in the name of another frame.

**Web Address Dialog Box - URL**

In this field, type the URL you want to be associated with the selection. This URL can be a relative URL (e.g. './file.htm') or an absolute URL (e.g. 'http://www.xara.com'). The URL can refer to any sort of file (e.g. 'file.gif', 'file.htm' or 'file.web'). For more details, see the [Web Address Overview](#).

## Web Address Overview

You can add [web addresses](#) to objects so when the file is displayed on a web page, you can click on the objects to take you to other locations. You can also add a web address that opens an email form when it is clicked on or one that opens a newsgroup. For more details on how to add a web address to an object, see [Adding web addresses to objects](#).

## Types of Web Address

Absolute web addresses consist of the full address for a location. They usually start with the type of location followed by a colon (e.g. 'http:'). Examples are:

- "www.xara.com" - the Xara Ltd web site. "http://" is automatically inserted in front of "www.xara.com".
- "file:///c:/picture.xar" - picture.xar on the C drive.
- "D:\picture.web" - picture.web on the D drive. This is an alternative format using a '\'.

Relative web addresses are shortened web addresses which specify locations relative to current location. This means you can specify files that are in the same folder or in subfolders easily. Examples are:

- "pictureWEB" - the pictureWEB file.
- "pictures/pictureWEB" - the pictureWEB file in the pictures subfolder.
- "../page.html" - the page.html file in the folder above.
- "/picture.xar" - picture.xar in the root folder of the web site.

There are also some other types of web address used for special purposes. Examples are:

- "ftp://ftp.abc.xyz/pub/file.txt" - open file.txt in the pub folder on the ftp.abc.xyz ftp server.
- "news:uk.music.rave" - open the uk.music.rave newsgroup.
- "mailto:info@xara.com" - send email to info@xara.com.

## How Web Addresses are treated

- If a web address consists of three groups of letters separated by dots, e.g. "www.xara.com", Xara X treats it as "http://www.xara.com".
- If a web address starts with a '/' it is assumed to be an absolute web address starting from the root of the drive containing the HTML file.
- If a web address starts with some letters followed by a colon, Xara X will assume it is an absolute web address. If it does not, Xara X will assume it is a relative web address.

## Target frame

If you want the web address to display in a specific frame in the browser, you can specify the "target" frame.

For example, if you type 'http://www.xara.com' into the URL field and 'RIGHT' into the Frame field, then this tells the browser to display the page 'http://www.xara.com' in the frame called 'RIGHT'. By default, the value in this field will be '\_self'. This means that the page displays in the same frame as the current document.

The drop-down list contains four frame names that cause the browser to do special things:

- `_self` Fetch the specified web page into this frame. (The frame that contains this object.) This is the best option to use if you are not sure which to use.
- `_parent` Fetch the specified web page into the parent window or frameset that contains this frame.
- `_top` Fetch the web page into the main browser window, replacing any existing frames.
- `_blank` Fetch the web page into a new window.
- `default` Do not include a TARGET attribute in the [image map](#) entry for this object. This has the same effect as `_self` unless you have used a BASE TARGET= tag in the HTML document.

You can either select one of these, or type in the name of another frame.

## Tips

- Wherever possible, use relative addresses to link between files. This means the files can be moved without breaking links.
- If you have an address like "abc.com" rather than "www.abc.com" you should enter "http://abc.com" as the "http://" is not added automatically.

## Movies

`{button ,EF("XaraDemo.exe",`WebAdd Assigning Web Addresses',1,`) } Creating hot-spots`

`{button ,EF("XaraDemo.exe",`Imagemap Image maps',1,`) } Image maps`

---

## Related Topics

[Web addresses](#)

[Internet](#)

# Welcome to Xara X

Xara X is an advanced graphic illustration package for Windows computers. You will find producing illustrations quick and easy. You just choose the drawing tools you want from the on-screen toolbar and draw. Relevant information about the current tool is also displayed on-screen. You can customize the bars to show as many or as few functions as you wish.

Every change you make is recorded by Xara X. So, if you make a mistake or change your mind, you can step backwards undoing previous operations. You can experiment knowing you can always return to an earlier stage. Using Xara X could not be easier.

Xara X also provides many advanced features such as graduated fills, transparency, multi-stage blends and fills, semitransparent (soft) shadows, enveloping and perspective.

- [Xara X Basics](#)
- [Purchasing Xara X](#)
- [Unlocking Xara X](#)
- [Using the Mouse](#)
- [Using the Keyboard](#)
- [What's new in this release](#)

**Movies (not available for the download version)**

{button ,EF("XaraDemo.exe","Intro XARA X Demonstration",1,')} Welcome to Xara X - a brief description of all the facilities available

{button ,EF('xarademo.exe','Demo XARA X Demonstration',1,')} Creating an illustration using Xara X

{button ,EF('xarademo.exe','Webpage XARA X Demonstration',1,')} Creating a web page using Xara X



**Program designed and developed by Xara Ltd. For more information about the Xara company and its products [click here](#). Alternatively, visit our web site:**

[www.xara.com](http://www.xara.com) ■

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Xara X On-line documentation - Version 1.1

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**What's New - Improved display of resized bitmaps**

Resizing bitmaps (to less than or more than 100%) often dramatically reduces the quality. Xara X has improvements to the display of resized bitmaps to minimize the quality loss. This is especially true for highly detailed bitmaps such as screen grabs. It's all done automatically when you resize the bitmap so all you notice is the improved quality. (And the quality is better than almost any other product around.)

And when you export the bitmap, Xara X improves the quality still more. (The process requires complex calculations and is too slow for general on-screen display.)

This example shows a bitmap scaled to 80% in Xara X (top) and in a comparable package (bottom):

**Text scaled to 80%**

**Text scaled to 80%**

### **What's new - Automatic Kerning**

Kerning alters the horizontal space between two adjacent characters. Xara X supports automatic kerning (or "auto-kerning"). If all characters are spaced the same distance apart, some character pairs such as "AV" look wrong. To correct this most (but all) fonts have in-built "kerning pair" information that adjust the spacing for particular pairs of characters. (Notice how "AV" overlap each other - that is the effect of auto-kerning.) See [Kerning text](#).

**What's New - Batch Export**

You might create a drawing containing a set of themed graphics (such as all the graphics on a web site). These may use a common color. In the future you might decide to change the color, which means you need to re-export all the graphics. In Xara X you can use the Name Gallery to batch export all the graphics - see [Batch exporting](#).

**What's New - Bevel Tool**

A new tool that lets you add shaped bevel edges to objects to create a three-dimensional look to your drawing. Full control over the bevel size, lighting direction and color contrast across the bevel. Bevels are resolution independent so you can scale them without losing quality. For more details see [Bevel Tool overview](#).

**What's New - Blend Tool**

An existing tool that has some new features. For full information see [Blend Tool overview](#).

**Distance between steps**

In previous releases you could only specify the number of intermediate steps in the blend. In Xara X you can also specify the distance between steps. See [Blend Tool Number of steps](#).

**Blend along a curve**

Now the blend can follow an arbitrary curve. The intermediate objects can be oriented to follow the curve or keep their straight line orientation. See [Blending along a curve](#).

**Profile the blend steps**

In previous releases the blend steps were regularly spaced. Now you can adjust the spacing so that most intermediate steps are towards one end or towards the center of the blend. See [Changing the blend position profile](#).

### **What's New - Brush Stroking**

Previous versions were limited to plain lines. Now you can apply brush patterns (including air-brush effects) using either the [Freehand & Brush Tool](#) or the [Line Gallery](#). Xara X includes a range of predefined brushes or you can create your own. See [Changing the brush stroke design](#).

### **What's New - Button & Bar Tool**

A new tool that lets you create the multi-button bars commonly used for navigating between web pages. You can also create rollover buttons (that is, buttons that change state when you select them or move the mouse over). These look great but can be complicated to produce. Now Xara X makes the process as easy as possible. Xara X also creates the required buttons and even the HTML code ready for use on your web page. (And the JavaScript needed for rollovers - no need to learn JavaScript.) For more information see [Button & NavBar Tool overview](#), [Creating Navigation Bars](#) and [Creating Rollovers](#).

**What's New - ClipView**

A new way of clipping or masking objects. Select multiple objects and apply ClipView. One object (the back object) becomes a window onto the other objects. Unlike other clipping methods, you can easily move the window object or the other objects so you can change which parts of the objects are clipped. See [Using ClipView](#).

**What's New - Contour Tool**

A new tool that lets you create concentric rings inside or outside shapes, and outside lines. You can also use contours to thicken the outline of objects. A tool that opens up a wide range of interesting effects to the creative user. For more information see [Contour Tool overview](#).

**What's New - Convert lines to shapes**

You can now convert a [line](#) into an editable [shape](#). This means you can edit its outline or apply complex fills and transparency to the line. Because it is a shape, you can also give it an outer line. See [Converting lines to shapes](#).

**What's New - Slice Option**

In previous versions a line used to slice an object had to extend beyond the bounding box of the object. (The bounding box is an imaginary box enclosing the whole object.) This has been improved so that the only requirement is that both ends of the line must lie outside of the object. This is particularly useful for objects such as the letter "C". See [Slicing shapes](#).

**What's New - Macromedia Dreamweaver support**

Dreamweaver is a popular program for web site design. Now you can easily use the power of Xara X to create the graphics you need and then integrate them into Dreamweaver (version 3 or later). Just set a flag when you export the graphic and Xara X sets up the necessary links. Then if you need to make more edits to the graphic, you can quickly reload the original file into Xara X. See [Macromedia Dreamweaver support](#).

**What's New - Export Color Control**

Xara X provides greater control over the colors in exported GIF, BMP, and PNG bitmaps. Now you can select which colors to include in the palette of the exported bitmap, lock colors to the nearest color in the 216-color Netscape or Internet Explorer palette, and choose which color to make transparent. For more information click Help on the Export Bitmap dialog box. Note that these options do not apply to BMP and PNG True-color formats. [More details on the Bitmap Export dialog box.](#)

**What's New - "Color Picker"**

A new option on the Color Editor for selecting colors. You can use the Color Picker ("eye-dropper") to select colors from the screen (even colors in other windows). As you move over an object or over the Color Line, the Color Editor updates to the color the Color Picker is over. Just release the mouse button when over the color you want to select. (This also changes the color of any objects that use the color shown in the Color Editor.)

**What's New - Feathering**

Sometimes you want an object to merge into the background or other objects. For example, when overlaying two bitmaps, you want to avoid a sharp edge to the top bitmap as this makes the join obvious. Feathering blurs the edge of an object to remove the sharp edge. For more information see [Feathering objects](#).

**What's New - Fill Tool**

An existing tool that has some new features. For full information see [Fill Tool overview](#) and [Fills overview](#).

**Repeat fills**

This applies to most fill types and greatly increases the effects you can create. Previous the fill pattern appeared once. Now you can repeat the fill pattern to create, for example using a linear fill, a series of stripes. See [Fill Tool Tiling field](#).

**Bitmap fill selection**

You can now use a drop-down list in the the Fill Tool to preview and select the bitmap used in a bitmap fill. The drop-down also shows a preview of the available bitmaps. This saves time especially when using a bitmap that is already used in the document. See [Fill Tool Bitmap](#).

**Color profile**

In previous releases the color change across the fill was linear. Now you can select more change towards one end or towards the center of the fill. See [Changing the fill profile](#).

**What's new - Font drop-down list**

A new feature in the [Text Tool](#). When you display the font drop-down list, type a letter on the keyboard. The list then scrolls to show fonts starting with that letter.

### **What's New - Freehand & Brush Tool**

An existing tool with some new features. For full information see [Freehand & Brush Tool overview](#).

#### **Pressure recording**

If you are using a pressure-sensitive input device such as a graphics tablet, Xara X can record the pressure information. This can be used for:

- varying the thickness of freehand lines
- varying the rotation and scaling of [brush](#) strokes.

#### **Brush control**

In Xara X you are not restricted to plain lines and object outlines. You can also apply patterns and effects. Xara X refers to these as "[brushes](#)". The Freehand & Brush Tool now includes options to create, select and modify brushes.

**What's New - Multi-stage Graduated Fills**

Applies to [Linear](#), [Circular](#), [Elliptical](#), [Conical](#) and [Diamond](#) fills.

You can drag and drop colors onto the [Fill arrow](#) to create multi-stage fills. For more details see [Creating multi-stage fills](#).

**What's New - Group Transparency**

You can now overlay transparency effects applying transparency to objects (as before) and applying a second transparency effect on top. This second transparency is called "Group Transparency". See [Applying Group Transparency](#).

**What's New - Image Slicing**

Even complex graphics often include large areas of flat color. These areas could be exported as separate bitmaps containing just a few colors to give a small file size.

Also, for web pages, large graphics can take a long time to download and display. It is sometimes better to separate a large graphic into sections and download several, smaller files.

For both these uses you "slice" the image into smaller parts. For more information see [Image slicing overview](#).

**What's New - Macromedia Flash Export**

Macromedia Flash (.swf) format is the most commonly used vector format for use on web pages. Now you can create static .swf files using Xara X. See [Exporting Macromedia Flash files](#).

**What's New - Drag-Selection**

You can select several objects by choosing the Selector Tool and then dragging. This displays a rectangle (often called a "marquee"). Releasing the mouse selects all objects inside the marquee. Previously you had to start dragging with the mouse over a blank area of the page. Dragging with the mouse over an object moved that object. Now holding down SHIFT and dragging, forces marquee select even if you start dragging with the mouse over an object.. See [Selecting several objects](#).

**What's New - Name Gallery**

A new Gallery that lets you name objects or groups of objects and also provides a quick way of selecting objects that use a particular Name, Bitmap, Color, or Font. For example you could use the Name Gallery to select all uses of Arial font and then change just that text to Times Roman. Also selects how to [slice images](#) and the file format to use.

See [Name Gallery](#) and [Naming objects](#).

**What's new - PNG alpha-channel transparency**

The PNG bitmap true-color (millions of colors) format allows graduated transparency (256 levels); this is called "[alpha channel](#)" transparency. Xara X now includes this option in the PNG Export dialog box. See [Exporting PNG files](#). Xara X can also import alpha-channel PNGs.

**What's New - Profile Transitions**

In many places in Xara X there are transitions. For example in a fill, there is a color transition across the fill. In previous versions the colors changed linearly. Now you can profile the transition to have greater change at the edges or in the center. You can either select from predefined transition profiles or create a custom profile. For information see [Profile dialog box](#).

**What's New - "RGB web color" model**

A new color model in the [Color Editor](#) Advanced options. Previously you could define RGB colors as percentages (0-100%) or 0-255. However color on web pages are often defined as six hex digits (0-9, a-f) and the **RGB web color model** lets you define colors in this way. You can use either upper or lower-case letters: "abcdef" and "ABCDEF" produce identical colors. See [Editing colors in RGB](#).

**What's New - Selector Tool**

An existing tool with a new feature. For full information see [Selector Tool overview](#).

**New Name Button**

Lets you add a new name to the [Name Gallery](#) and assign that name to the selected objects. See [Naming objects](#).

**What's New - Shadow Tool**

A new tool that lets you create "soft" (semitransparent) shadows. Because they get more transparent towards the outer edges, soft shadows are more realistic than the "hard" shadows usually associated with drawing programs. You can create wall shadows (the shadow thrown onto a vertical surface) or floor shadows (the shadow thrown onto a slanted surface). You can also create a "glow" effect of a backlit object. Shadows are resolution independent so you can scale them without losing quality. For more information see [Shadow Tool overview](#).

**What's New - Stroke Stroking**

Previous versions were limited to constant width lines. Now you can have shaped lines (such as tapering) using either the [Freehand & Brush Tool](#) or the [Line Gallery](#). See [Changing the stroke shape](#).

**What's New - Swap Bitmap Format**

A new option for GIF, BMP, PNG, and JPEG export. Previously you selected the format (GIF, BMP, PNG, or JPEG) before seeing the previews (the second page of the Export dialog box). Now you can swap between formats while previewing. This makes it easier to decide, for example, whether GIF or JPEG formats give the best results for a particular graphic. [More details on the Bitmap Export dialog box.](#)

### **What's New - Web templates**

The Clipart Gallery now contains sets of themed graphics for use on web pages. These let you create web pages with a consistent look-and-feel to the graphics. To see the templates, select **Web themes** in the Clipart Gallery drop-down list. [More details of using Templates.](#)

**What's new - Mouse operations**

Xara X now supports a mouse with a wheel. Moving wheel scrolls the window or gallery. Clicking the wheel centers the view on the part of the drawing under the mouse pointer. You can also use the wheel to zoom in and out onto the drawing. See [Mouse-wheel operations](#).

### **What's New - Transparency Tool**

An existing tool that has some new features. For full information see [Transparency Tool overview](#) and [Transparency overview](#).

#### **Transparency types**

These control how semitransparent objects alter the colors of underlying objects (so you can create filters). The options have been expanded. See [Changing transparency type](#).

#### **Repeating transparency**

This applies to most transparency types. Previously the transparency pattern appeared once. Now you can repeat the pattern to create, for example using circular transparency, a series of concentric semitransparent rings. See [Transparency Tool Tiling field](#).

#### **Bitmap selection**

You can now use a drop-down list in the Transparency Tool to select the bitmap used in bitmap transparency. The drop-down also shows a preview of the available bitmaps. This saves time especially when using a bitmap that is already used in the document. See [Transparency Tool Bitmap](#).

#### **Profile**

In previous releases the change across the transparency was linear. Now you can have more change towards one end or towards the center of the transparency. See [Changing the transparency profile](#).

**What's New - Updated Adobe Illustrator EPS export**

The import and export filters have been updated to work with Adobe Illustrator 8. This means you can now import and export gradient fills.

**What's New - Updated Corel CMX import/export**

These have been updated for the latest version of CMX.

**What's new - WebSnap palette option**

This is a new palette option on the Bitmap Export and Create Bitmap Copy dialog boxes. Any colors in the bitmap that are close to an entry in the 216-color Internet Explorer and Netscape ("web-safe") palette snap to that entry. It has no effect on other colors. (Web-safe colors are not dithered when viewed in 256-color screen modes; this improves the appearance of areas of flat color.)

Note the difference between this option which snaps close colors and **Browser** palette which snaps all colors.

[More details on the Bitmap Export dialog box.](#)

## What's New in This Version?

Xara X is a major upgrade from [CorelXARA 2](#) with significant enhancements to the tools and the user interface, especially in the area of web graphics creation. Here is a list of the main differences:

### New tools:

- [Button & NavBar Tool](#) - simplifies the creation of web page [navigation bars](#) and [JavaScript rollovers](#). Automates the creation of the button graphics and produces the associated HTML and JavaScript for you. You don't even need to know JavaScript!
- [Shadow Tool](#) - create semitransparent ("soft") wall and floor shadows and glow effects. Soft shadows fade out at the edges and are much more realistic than hard shadows usually associated with graphics packages.
- [Bevel Tool](#) - create an illusion of depth by adding shaped bevels to objects.
- [Contour Tool](#) - create concentric rings around lines and shapes (inset path operations).

### Extra features for existing tools:

- [Fill Tool](#) - repeating fill patterns, color profiling and easier selection of bitmaps for fills.
- [Transparency Tool](#) - extra transparency types added, repeating transparency patterns, easier selection of bitmaps for transparency; and transition profiling.
- [Freehand Tool](#) (now the Freehand & Brush Tool) - real-time [brush stroking](#), including simulated air brushing, with fully editable strokes.
- [Blend Tool](#) - can now profile the blend steps, plus blend along a curve with control over the spacing between blend steps.
- [Selector Tool](#) - new button lets you assign [names](#) to objects - see [Name Gallery](#) for how you can use names.

### New Gallery:

- [Name Gallery](#) - assign [names](#) to objects (multiple names permitted). Shows and lets you select bitmaps, fonts, and colors used in the document. You can use the names to control batch export or to edit groups of related objects. Also controls [image slicing](#) and [batch exporting](#).

### New features for existing galleries:

- [Line Gallery](#) - new sections for [brush strokes](#) and [stroke shapes](#) - see [Line Gallery](#) for details.
- [Clipart Gallery](#) - a new drop-down list to select between regular clipart and [themed template sets](#).

### Drawing features:

- [Support for non-linear profiles](#) (the transition or rate of change) for the position and attributes of blends, transparency, color fills, contours and shadows.
- [Multi-stage graduated fills](#) - allows multiple color changes in fills.
- [Brush stroking of lines](#) - create patterned lines and object outlines using either predefined [brushes](#) (including air-brush effects) or by creating your own.
- Pressure-sensitive graphics tablet support for brush strokes.
- [Stroke shaping of lines](#)
- [Fully automatic on-screen bitmap anti-aliasing for rotated and scaled bitmaps](#).
- [ClipView](#) - a new way of clipping objects, sometimes called "paste inside".
- [Feathering](#) - blur the edges of objects so they merge smoothly into the background or objects behind them.
- [Convert lines to shapes](#) - you can apply complex fills to lines.
- [Improved drag-select](#) (marquee selection)
- [Batch export of bitmaps](#)
- [Improvements to Cut option in Combine Shapes](#).

### Web graphics support

- [Easy creation of rollovers and navigation bars](#). Creates the necessary graphics and HTML. For rollovers also creates the necessary JavaScript.
- [Macromedia Flash exporter](#) - lets you export graphics in Flash format, the most popular vector format for the web.
- [Macromedia Dreamweaver support](#)
- [Image slicing](#) - lets you export web graphics as a series of slices. Also exports the necessary HTML code to reweave the slices on the web page.
- ["RGB Web Color"](#) lets you define colors as six hex digits (0-9, a-f) to match how colors are usually defined in HTML on web pages.
- [WebSnap palette option](#) on export.
- [Linked stretching of objects](#), a real time saver for linking the scaling of text to a graphic, typically a button or heading
- A set of professionally designed [web graphic templates](#) (all user-editable)

### Color handling:

- ["Eye-dropper" tool](#) makes it easy to select colors from on-screen objects.
- ["RGB Web Color"](#) lets you define colors as six hex digits (0-9, a-f) to match how colors are usually defined in HTML on web pages.

### Import/Export:

- (PNG, BMP, GIF, & JPEG formats) ability to [swap formats in the Export Preview dialog box](#) - makes comparing results far easier.
- (PNG, BMP, GIF, & JPEG formats) preview in the Import dialog box - makes it easier to find the file you want.

- Greater control over colors for PNG, BMP, and GIF export (formats up to 256 colors). Includes options to selectively delete or lock colors in the palette and to define which palette entry to make transparent.
- WebSnap palette option on export.
- Image slicing - lets you export web graphics as a series of slices. Also exports the necessary HTML code to reweave the slices on the web page.
- Macromedia Flash exporter - lets you export graphics in Flash format, the most popular vector format for the web.
- PNG import/export now supports alpha-channel (graduated) transparency
- Improved TIFF support including importing alpha-channel (graduated) transparency
- Updated AI
- Updated CMX

**Text handling:**

- Font list in Text Tool auto-scrolls if you type on the keyboard.
- Automatic kerning of pairs of characters.

**Menus:**

- Plug-ins is now called Bitmap Effects & Plug-ins. It has moved from the main Menu bar to the Utilities menu.

**Mouse operation:**

- Xara X supports a mouse-wheel.

**What's new - TIFF import & export**

The TIFF bitmap format from revision 6 allows graduated transparency (256 levels); this is called "alpha channel" transparency or RGBA format. Xara X can import RGBA TIFFs.

Xara X can also import CMYK TIFFs.

### **What's New - Linked Stretching**

**Often complex graphics contain a text message. Change the text and you have to resize the other elements in the drawing. Not with Xara X's linked stretching. Now stretching can be automatic whenever you change the text.** By far the most common reason for wanting linked stretching is in a button or heading. The simple way of linking two objects such as text and graphic together is to just convert them into a button using the Button & NavBar Tool - that does the job automatically for you. For more complicated linking you can use the Name Gallery. See [Linked stretching](#) for more details.

### Window Control Bar

- [Zoom To Page](#)
- [Zoom To Selection](#)
- [Previous Zoom](#)
- [Zoom To Drawing](#)
- [New View](#)
- [Full Screen Mode](#)
- [Show Grid](#)
- [Snap to Grid](#)
- [Print Borders](#)
- [Show Rulers](#)
- [Snap to Guides](#)
- [Show Guides](#)
- [Anti-aliased Quality](#)
- [Normal Quality](#)
- [Simple Quality](#)
- [Outline Quality](#)

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{button ,KL('control bars',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

## Window Menu

- [New View](#)
- [Arrange Views](#)
- [Cascade](#)
- [Arrange Icons](#)
- [Control Bars](#)
- [Bars](#)
- [Full Screen](#)
- [Quality](#)
- [Show Printer Colors](#)
- [Show Grid](#)
- [Show Guides](#)
- [Show Print Borders](#)
- [Snap to Grid](#)
- [Snap to Guides](#)
- [Snap to Objects](#)



**Wizard Properties (Utilities Menu)**

[Click here for more information on Wizard Properties](#) ■

### **Xara On The Web**

The items on this submenu take you to pages on the Xara Ltd. web site.

#### **Web Link**

- [Xara Home Page](#)
-

### **Xara File Export Dialog Box - Export Size**

This controls how much of the drawing you want to export.

**Selection** (dimmed unless you have selected objects) exports just the selected objects. Note that this exports **only** the selected objects and not any objects on top of the selected objects.

**Drawing** exports all the objects, selected or not.

### **Xara WEB File Export Dialog Box**

Xara WEB format is a compact but editable vector graphics format. For information on creating Xara WEB files, see [Creating Xara WEB files](#).

When you export a WEB file, you have several options which allow you to remove information from the WEB file to make it even smaller.

- [Convert text to outlines](#)
- [Remove preview bitmap](#)
- [Remove extra editing information](#)
- [Remove invisible layers](#)
- [Remove unused colors](#)
- [Use JPEG on compatible bitmaps](#)
- [Export size](#)
- [Viewport size](#)

### **Xara WEB File Export Dialog Box - Viewport size**

The Viewport is the area shown when the Xara WEB file is viewed on a web page.

**Selection** (dimmed unless you have selected objects) fills the whole WEB file area with the selected objects.

**Drawing** displays the entire area of the original drawing.

**Xara WEB File Export Dialog Box - Convert text to outlines**

The program loading the file may not have all the fonts used in your document. Selecting this option converts all text in fonts other than Times, Arial and Courier (which all computers should have) to simple editable shapes. This makes the file larger but means that the viewing program displays the text correctly. Note that converting text to outlines means you cannot load the WEB file and use the Text Tool to edit converted text.

**Xara WEB File Export Dialog Box - Remove Invisible Layers**

This option discards any hidden layers. For information on hiding layers, see [Hiding layers](#).

**Xara WEB File Export Dialog Box - Remove Preview Bitmap**

Xara X XAR files include a preview bitmap which adds about 5Kb to the size of the file. The advantage of including a preview bitmap is that, for example, the Clipart Gallery and Open dialog box can show a thumbnail of the document.

If you want very small files, select this option.

**Xara WEB File Export Dialog Box - Remove Unused Colors**

Retains only colors that are used in the document. The parent colors of shades, tints and linked colors are also retained.

### **Xara WEB File Export Dialog Box - Remove extra editing information**

Selecting this option makes the exported WEB file even smaller.

- Color definitions are reduced to simple RGB definitions.
- All unused colors are removed.
- All invisible layers are removed.
- The guides layer is removed.
- Layer names are removed.
- The page size information is removed.
- The document comments are removed.
- Document scaling information is removed.
- Custom units are removed.
- Printing settings are removed.
- Grid settings are removed.
- Ruler settings are removed.
- Guides are removed.

This option makes little difference to larger files, but can be very useful for making small files even smaller.

### Xara WEB File Export Dialog Box - Use JPEG on compatible bitmaps

When you export a document to a Xara WEB file all the 1 bit and 4 bit bitmaps in the document are automatically compressed using lossless compression. All 8 bit and 24 bit bitmaps are compressed using JPEG compression. JPEG is a more efficient way of compressing bitmaps of this type but it does discard some information in the process. This is generally not noticeable, especially when using high JPEG Quality settings. If you want to export your 8 and 24 bit bitmaps using lossless compression, deselect this option.

When you create a WEB file with this option selected, all the 8-bit and 24-bit bitmaps in the document not already in JPEG format are converted before they are saved in the file. The JPEG Quality slider controls the amount of compression. Low values give the greatest compression but the most information loss. If you set the value to the highest, the bitmaps do not compress so well, but are very high quality. The slider is dimmed if there are no bitmaps in the document that can be converted to JPEGs.

You can experiment to get the best setting for the bitmaps by creating several WEB files from the original XAR document using different JPEG Quality setting and loading them back into Xara X. You can then compare the file size and the quality of the WEB file with the original XAR file. Remember that once you close the original XAR file, you retain only the JPEG compressed versions of the bitmaps in the WEB file.

**Important:** Once you have exported a WEB file with this option set, you cannot reload it and export it again at a different JPEG Quality setting as all the suitable bitmaps have been converted to JPEG bitmaps already. When you reexport a file like this all the JPEG bitmaps stay the same. Bitmaps are never recompressed using JPEG compression as this causes quality loss.

#### Tip

- If you want to change the JPEG Quality for an individual bitmap, export it from Xara X as a JPEG file. Vary the JPEG Quality in the bitmap export dialog box until you get the file size you want at the quality level you want. You can then re-import the bitmap and export the WEB file.

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{button ,KL('web files',0,` \_\_\_\_No\_Topics\_Found`,`)}} Related Topics

## Xara WEB Files Overview

You can use the Xara plug-in for Netscape Navigator and Internet Explorer to display WEB vector files (and Xara X XAR files) on the Internet. With Xara WEB Format (WEB) files you can make the files smaller by optionally excluding invisible information. This can lead to a significant saving in file size. You can download the plug-in from

[www.xara.com/plugin/](http://www.xara.com/plugin/) ■

These two formats have several advantages for both web designers and web readers. The biggest advantage for web designers is that you can always reload the file and make edits to it. You don't need to maintain a source file and a separate GIF or JPEG bitmap. You can reload the file and move things around, scale and rotate parts, change the text etc. Secondly, being high-resolution object based, you can zoom in and out on the image without losing detail. Indeed you can zoom into any region by up to 25,000% to examine the most minute details in illustrations. A good example of where this is useful is a map. The reader can zoom in from viewing the entire country to view a city and then to view individual districts - all on the same map.

A vector format also means that, for example, company logos can be accurately represented, rather than just being a low-resolution approximation.

The ability to display objects without them going jaggy or pixelated like all bitmap formats is also useful for printing a quality image on high resolution printers. Or for images that you'd like to be able to resize for different screen or window sizes and still look pixel perfect.

Another major point about WEB files is that many typical Internet style graphics can be far smaller than either GIF files or JPEG files. As the biggest problem with the Internet is lack of speed, which is almost entirely due to the number and size of JPEG and GIF files, this is a very significant point.

### Image Quality

Because of Xara's anti-aliased rendering, graduated transparency, fractal textures etc., WEB files are the only vector formats that can accurately simulate the best quality obtainable from GIF and JPEG images - and often better.

### What goes in the file?

The table shows what goes in a WEB file compared with what goes in a XAR file. A Small WEB File is one exported with the **Remove Extra Editing Information** option set. For details of the options available when you create a WEB file, [click here](#).

	Normal WEB	Small WEB	XAR	
Objects	Yes	Yes		Yes
Area to View	Yes	Yes	-	
Quality Setting	Yes	Yes	Yes	
Text	Text or Outlines	Text or Outlines	Text	
Used Colors	Full definitions	Simple RGB	Full definitions	
Preview bitmap	Optional		Optional	Yes
Unused Colors	Optional	No	Yes	
Invisible Layers	Optional	No		Yes
Guide Layer	Yes	No	Yes	
Layer names	Yes	No	Yes	
Page Size	Yes	No	Yes	
Comments	Yes	No	Yes	
Document Scaling	Yes	No		Yes
Custom Units	Yes	No	Yes	
Printing Settings	Yes	No		Yes
Grid Settings	Yes	No	Yes	
Ruler Setting	Yes	No	Yes	
Guides	Yes	No		Yes

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### Related Topics

[Web files](#)

[Web addresses](#)

### **Xara XAR File Export Dialog Box**

This is an alternative to Save As for saving Xara X files. The advantage of using this dialog box is that you can export just a part of the drawing.

- Export size

- **Zoom Magnification**

This drop-down list allows you to choose a predefined zoom, or type in a user defined zoom value. It also contains options for zooming to the page, drawing and selection and returning to the previous zoom. It is available on the control bars and the Zoom Tool Info bar and Push Tool Info bar.

The top part of the list shows different percentage magnification (100% is full size)

- Page
- Drawing
- Selected
- Previous
- Names

- **Zoom To Drawing**

**Zoom To Drawing** changes the zoom magnification so your drawing fills the window. See [Zooming to the whole drawing](#) for more details.

- **Zoom To Page** CTRL+SHIFT+P

**Zoom To Page** changes the zoom magnification so the entire page area is visible in the window. For more information, see [Zooming to the whole page.](#)

- **Zoom To Selection**
- **CTRL+SHIFT+Z**

**Zoom To Selection** changes the zoom magnification so the selected objects fill the window. See [Zooming to the selection](#) for more details.



## **Zoom Tool ALT+Z or SHIFT+F7**

The Zoom Tool allows you to alter the magnification of the current document view. It only affects the view on screen - the document itself does not change.

### **Zoom Tool Infobar Controls**

- [Zoom Magnification](#)
- [Previous Zoom](#)
- [Zoom To Drawing](#)
- [Zoom To Page](#)
- [Zoom To Selection](#)

### **Zoom Tool Operations**

- [Returning to the previous zoom](#)
- [Zooming in and out](#)
- [Zooming to the selection](#)
- [Zooming to the whole drawing](#)
- [Zooming to the whole page](#)
- [Using the Zoom Tool temporarily](#)

### **Movie**

{button ,EF("XaraDemo.exe", "ZoomPan.avi Magnifying and Moving a Document",1,`) } Magnifying and moving documents

**Zoom to Name**

At the bottom of the zoom options is a list of names used in the document. You can select from this list to display the objects using that name.

## Zooming in and out

You often want to view part of a [document](#) in greater detail or view the entire document to see how the complete drawing looks. To achieve this, you can zoom in and out of the document. If you want to zoom in on your whole drawing, see [Zooming to the whole drawing](#). If you want to zoom in on the selected objects, see [Zooming to the selection](#).

### ■ To zoom in or out

1. Choose the [Zoom Tool](#).
2. Either:
  - to zoom in, click on the document (see less of the document but in greater detail),
  - or to zoom out, SHIFT-click on the document (see more of the document in less detail),
  - or to view a specific area, drag across the area.

### Tips

- Zooming just changes your view onto the document. It does not change the actual size of objects in the document.
- You can also zoom in or out using CTRL and '+' or '-' on the numeric keypad. You do not have to be in the Zoom Tool.
- The text on the Status Line shows the zoom in and out values. This tells you the effect of a click or SHIFT-click.
- You can also choose a zoom value from the Zoom drop-down list on the control bars. (See [Zoom Magnification](#).)
- You can easily go back to the last zoom magnification by using **Previous Zoom**. See [Returning to the previous zoom](#).
- If you press ALT+Z to select the Zoom Tool, you can press ALT+Z again to return to the previous tool. See [Using the Zoom Tool temporarily](#).

### [Zoom Tool temporarily](#)

- If your mouse has a wheel:
    - click the wheel to center the view around the mouse pointer
    - or SHIFT-click to zoom out
    - or CTRL-click to zoom in
- or hold down CTRL for variable zoom in (scroll the wheel up) or zoom out (wheel down).

### Movie

{button ,EF("XaraDemo.exe","ZoomPan.avi Magnifying and Moving a Document",1,") } Magnifying and moving documents

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{button ,KL('zooming;tools,zoom tool',0,'\_\_\_\_No\_Topics\_Found','')} Related Topics

## Zooming to the selection

It is often useful to zoom in on your document so the selected objects fill the document view.

### ■ To zoom to the selection

1. Choose the [Zoom Tool](#).
2. Click the **Zoom to Selection** button on the [Zoom Tool Infobar](#).

### Tips

- To quickly zoom to the selection, press CTRL+SHIFT+Z
- You can also choose **Selected** from the Zoom drop-down menu on the control bars. (See [Zoom Magnification](#))
- The **Zoom to Selection** button is also on the [Push Tool Infobar](#).
- You can return to the previous zoom value by clicking the **Previous zoom** button on the control bars. See [Returning to the previous zoom](#).
- If you press ALT+Z to select the Zoom Tool, you can press ALT+Z again to return to the previous tool. See [Using the Zoom Tool temporarily](#).

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{button ,KL('zooming',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics

### Zooming to the whole drawing

It is often useful to scale your view (zoom) so the complete drawing fills the document view. Zoom To Drawing ignores any invisible layers in the document.

- **To zoom to the drawing**

Click the **Zoom to Drawing** button on the control bars.

#### Tips

- This button is also on the [Push Tool Infobar](#) and [Zoom Tool Infobar](#).
- You can also choose **Drawing** from the Zoom drop-down menu on the control bars. (See [Zoom Magnification](#))
- You can return to the previous zoom value by clicking the **Previous zoom** button on the control bars. See [Returning to the previous zoom](#).
- If you press ALT+Z to select the [Zoom Tool](#), you can press ALT+Z again to return to the previous tool. See [Using the Zoom Tool temporarily](#).

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{button ,KL('zooming',0,`\_\_\_No\_Topics\_Found`,`)} Related Topics

### Zooming to the whole page

It is sometimes useful to change the zoom magnification so you can see the entire page (or spread) in the document view.

#### ■ To zoom to the page

1. Choose the [Zoom Tool](#).
2. Click the **Zoom to Page** button on the [Zoom Tool Infobar](#).

#### Tips

- The **Zoom to Page** button is also on the [Push Tool Infobar](#).
- You can also choose **Page** from the Zoom drop-down list on the control bars. (See [Zoom Magnification](#))
- To quickly zoom to the page, press CTRL+SHIFT+P.
- You can return to the previous zoom value by clicking the **Previous zoom** button on the control bars. See [Returning to the previous zoom](#).
- If you press ALT+Z to select the Zoom Tool, you can press ALT+Z again to return to the previous tool. See [Using the Zoom Tool temporarily](#).

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{button ,KL('zooming',0,`\_\_\_\_No\_Topics\_Found`,`)} Related Topics

This shortcut has a different action when in the Text Tool - [List of Text Tool shortcuts](#).

