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Related Topics

Object Linking and Embedding (OLE)
Learning Windows basics
Other programs in ABC FlowCharter 4.0

ABC OLE Automation [Automation]

You can control this version of ABC FlowCharter using OLE Automation. (You can also control ABC Viewer.) This is an advanced feature that requires Visual Basic, knowledge of programming in Visual Basic or C++, and knowledge of ABC FlowCharter.

Using ABC OLE Automation is described in a help file that comes with ABC FlowCharter. When you installed ABC FlowCharter, it installed that help file and its related ABC FlowCharter help file.

This help system is contained in the file AUTOMATE.HLP. If you wish, you can order the ABC OLE Automation Programmer's Guide with the order form included in your copy of ABC FlowCharter. Alternatively, you can order the book by calling 1-800-603-0074. The guide is a printed version of the information included in the help system.

There are several ways you can access the ABC OLE Automation help file. You can run the file from this help. You can run it using the Windows File Manager. You can run it using Excel 5.0 (which also lets you browse through the language elements and see quick descriptions of them).

Click a topic to learn how to access ABC OLE Automation help
Accessing ABC OLE Automation Help from this Help
Accessing ABC OLE Automation Help using Excel 5.0
Accessing ABC OLE Automation Help using the File Manager
Accessing ABC OLE Automation Help from Visual Basic

Related Topics
    Jumping to Visual Basic help

Accessing ABC OLE Automation Help from this Help `Automation`

The help for ABC OLE Automation is linked to this ABC FlowCharter help. To the right of selected buttons, commands, dialog boxes, and areas of dialog boxes are buttons labeled Automation. (There is one to the right of the title of this help topic. It goes to the Contents of the help for ABC OLE Automation.) If you click one of those buttons, you go to the ABC OLE Automation help for a related property or method. Be sure to check the Related Topics in the ABC OLE Automation help to find other properties or methods that are related to the ABC FlowCharter area you are working in.

`ABC Equivalent`
When a property or method has an equivalent ABC FlowCharter command, a button labeled "ABC Equivalent" appears to the right of the topic title. You can click on the button to go to the ABC FlowCharter topic that includes a description of the related command, button, option, or other ABC FlowCharter element.

`ABC Equivalent`
If no button or a gray button appears to the right of a topic, then there is not an ABC FlowCharter equivalent.

To access the ABC OLE Automation help file from this help:

1. Click the `Automation` button immediately to the right of the command, option, or area that you want to know the ABC OLE Automation equivalent for. For example, if you want to know the equivalent for the Align to Rulers option in the Preferences dialog box, go to the topic Alignment Options. Find the paragraph about Align to Rulers and click the

`Automation` button. The ABC OLE Automation help file runs showing the topic on the equivalent ABC OLE Automation property or method.

2. To return to this help from the ABC OLE Automation help, click on the button `ABC Equivalent` that appears at the right of the topic title.

Related Topics
   ABC OLE Automation
   Accessing ABC OLE Automation Help from Visual Basic
   Accessing ABC OLE Automation Help using Excel 5.0
   Accessing ABC OLE Automation Help using the File Manager
   Jumping to Visual Basic help

Accessing ABC OLE Automation Help Using the File Manager

To access ABC OLE Automation help using the File Manager:

1. Open the Windows File Manager.
2. Locate the directory where ABC FlowCharter is installed (C:\ABC, by default).
3. Double click the file AUTOMATE.HLP. The ABC OLE Automation help file runs showing the Contents topic.

Related Topics
ABC OLE Automation
Accessing ABC OLE Automation Help from this Help
Accessing ABC OLE Automation Help from Visual Basic
Accessing ABC OLE Automation Help using Excel 5.0
Jumping to Visual Basic help

Accessing ABC OLE Automation Help Using Excel 5.0

To access ABC OLE Automation help using Excel 5.0:

1. Run Excel 5.0.
2. Open the Insert menu and choose the Macro command. A submenu opens.
3. Choose Module. The module interface displays.
4. Open the Tools menu and choose the References command. The References dialog box opens.
5. Click ABC OLE Automation 1.0 so an X appears in the box in front of it.
6. Click OK to close the dialog box.
7. Open the View menu and choose the Object Browser command. The Object Browser dialog box opens.
8. Click the down arrow to the right of the Libraries/Workbooks text box. A list of available libraries and workbooks appears.
9. Click ABC FlowCharter to select it. The Objects/Modules list box shows the objects available in ABC FlowCharter OLE Automation.
10. Click the object you want information about in the Objects/Modules list box. A short explanation appears at the bottom of the dialog box.
11. Click the button with a question mark in it, if you wish. ABC OLE Automation help appears showing the topic about that object.
    or
    Click the method or property you want information about in the Methods/Properties list box. A short explanation appears at the bottom of the dialog box.
12. Click the button with a question mark in it. ABC OLE Automation help appears showing the topic about that method or property.

Note: If the button with a question mark in it is gray, then the help file is not installed. You must install the help file using the Installation program.

Related Topics
ABC OLE Automation
Accessing ABC OLE Automation Help from this Help
Accessing ABC OLE Automation Help from Visual Basic
Accessing ABC OLE Automation Help using the File Manager
Jumping to Visual Basic help

Jumping to Visual Basic Help

You can jump to the Visual Basic help, at the Contents topic, by clicking Visual Basic Help. However, the jump will succeed only if you have the Visual Basic directory in your DOS path, or if you copy the Visual Basic help file (VB.HLP) to your ABC FlowCharter directory.

Related Topics

ABC OLE Automation

Accessing ABC OLE Automation Help from this Help

Accessing ABC OLE Automation Help from Visual Basic

Accessing ABC OLE Automation Help using Excel 5.0

Accessing ABC OLE Automation Help using the File Manager

Accessing ABC OLE Automation Help from Visual Basic

There are several ways you can access this help from Visual Basic. Each way brings up an appropriate topic.

·	Select the ABC Events VBX and press **F1**.
·	Highlight a procedure name in the Proc: combo box and press **F1**.
·	Highlight a property or method from ABC OLE Automation and press **F1**.

Related Topics
	ABC OLE Automation
	Accessing ABC OLE Automation Help from this Help
	Accessing ABC OLE Automation Help using Excel 5.0
	Accessing ABC OLE Automation Help using the File Manager
	Jumping to Visual Basic Help

Other Programs in ABC FlowCharter 4.0

ABC FlowCharter 4.0 is one of the programs in the ABC FlowCharter package.

Click a button to go to the help system for the program you want to learn about.

ABC FlowCharter 4.0 is the latest version of the popular charting program. It provides the tools you need for Total Process Management and for all your other charting needs.

ABC DataAnalyzer 1.1 give you the tools to draw data-driven charts, including histograms, run charts, Pareto charts, control charts (including P charts, PN charts, C charts, U charts, Moving Range, and X Avg, R charts), scatter charts, and pie charts.

ABC SnapGraphics 2.0 is the quick tool for creating graphics for all your business needs.

ABC Viewer 1.0 is the latest program in the ABC family. It lets anyone view and work with the charts created using ABC FlowCharter.

ABC OLE Automation is an advanced feature of ABC FlowCharter 4.0 that requires Visual Basic, knowledge of programming in Visual Basic or C++, and knowledge of ABC FlowCharter. You can control ABC FlowCharter and ABC Viewer using OLE Automation. For more information, see ABC OLE Automation.

If you have the CD ROM version of ABC FlowCharter 4.0, you will find copies of Designer and Picture Publisher included on it. These special versions have the full functions of the retail versions. After you have used them for 30 days, however, they will stop working. Contact Micrografx or your dealer to purchase retail versions. See the Read Me for more information.

Related Topics
  Contents

Speed Keys

Charts and Windows

New chart	**Ctrl+N**
Open file	**Ctrl+O**
Next chart window	**Ctrl+F6**
Close chart	**Ctrl+F4**
Save file	**Ctrl+S**
Print chart	**Ctrl+P**
Open/close Note window	**F6**
Open/close Shape Palette	**F9**
Exit program	**Alt+F4**

Editing

Undo/redo change	**Ctrl+Z** (or **Alt+Bksp**)
Cut	**Ctrl+X** (or **Shift+Del**)
Copy	**Ctrl+C** (or **Ctrl+Ins**)
Paste	**Ctrl+V** (or **Shift+Ins**)
Duplicate	**Shift+**drag
Clear	**Delete**
Select all	**Ctrl+A**
To back	**Ctrl+K**
To front	**Ctrl+F**
Check Spelling	**F7**
Align to rulers	**F12**
Space/align selected shapes	**Ctrl+Spacebar**
Disable magnetic alignment while placing shapes	**Ctrl+**drag
Anchor opposite handle during resizing	**Ctrl+**drag

Full-screen View

Leave full-screen view	**Esc**, **End**, **X**
Erase chart annotations	**Delete**, **Spacebar**, **E**
Go to next chart window	**Tab**, **Page Down**, **N**
Go to previous chart window	**Shift+Tab**, **Page Up**, **P**

On-Line Help

Context-sensitive help topic	**F1**

Use the additional shortcut keys listed next to the menu commands and in the hint line.

Bubble Help Command

Use the Bubble Help command in the Help menu to turn Bubble Help on or off.

When Bubble Help is turned on, you can point to a tool or button in the window, hold the mouse still for a short period of time, and receive a short message explaining the tool or button.

Related Topics
     Using Bubble Help

Using Bubble Help

To use Bubble Help:

1. Open the Help menu. If a check mark does not appear beside the Bubble Help command, choose the Bubble Help command. This enables Bubble Help.
2. Point to a tool or button in the window, and hold the mouse still for a short period of time. A short message (bubble) appears, explaining the tool or button.

To turn off Bubble Help:

1. Open the Help menu. A check mark appears beside the Bubble Help command.
2. Choose Bubble Help. The next time you open the Help menu, a check mark will not appear beside the Bubble Help command.

Related Topics
Bubble Help command

About ABC FlowCharter Command

The About ABC FlowCharter command in the Help menu opens a dialog box with the program version number and copyright date. In addition, it contains icons that you click for information about other Micrografx products and services, including technical support.

Related Topics
    Dialog Box information

About ABC FlowCharter Dialog Box

The top portion of the About ABC FlowCharter dialog box contains the program version number and copyright date for your copy of the program.

Click the telephone icon for information about how to contact Micrografx Technical Support. Click the other icons for information about additional Micrografx products.

Related Topics
  Command information

Learning Windows Basics

Click a topic below to learn more about it.

Choosing menus and commands
Choosing options in a dialog box
Maximizing and restoring a window
Minimizing and restoring a window
Moving in a dialog box
Moving windows and icons
Resizing windows
Switching among application windows

Related Topics
Help Index

Choosing Menus and Commands

Commands in ABC FlowCharter are organized in menus on the menu bar. Many commands are also included in the toolbox or in the buttons on the toolbar

An inactive command appears gray in the menu or on the toolbar. You may have to select something in the window before the command is active. For example, you have to select a shape before you can choose the Cut command in the Edit menu.

Using the Mouse to Choose Menus and Commands

It is often most convenient to use the mouse to choose the commands you want. When a command has a button in the toolbox or toolbar, all you have to do is click the button, which has the same effect as choosing the command in the menu.

To choose a button with the mouse:

· Move the pointer to the button and click the left mouse button.

If there is not a button on the toolbar, or if you prefer, you can choose the command from the menu.

To open a menu with the mouse:

· Move the pointer to the menu title and click the left mouse button. The menu remains open until you choose a command or click the mouse button again.

To choose a command with the mouse:

1. Open the menu.
2. Point to a command and click the left mouse button.

Using the Keyboard to Choose Menus and Commands

You can choose commands from the menus using the keyboard.

To open a menu with the keyboard:

· Press **Alt** and the underlined letter of the menu title to open a menu. For example, **Alt+F** opens the File menu.

After you have chosen a menu, you can press the **Right Arrow** and **Left Arrow** to move to the menus to the left and right of the selected menu.

To choose a command with the keyboard:

· Press **Alt** and the underlined letter of the menu, followed by the underlined letter of the command, to execute the command. For example, press **Alt+F** and then **P** to execute the Print command in the File menu.

After you have opened a menu, you can press **Down Arrow** to highlight the command you want and then press **Enter** to select it.

Related Topics
   Learning Windows basics

Choosing Options in a Dialog Box

Options in a <u>dialog box</u> have square check boxes or round option buttons. In a group of options with square check boxes, you can select several options at the same time. In a group of options with round option buttons, you can select only one option at a time.

To choose an option with the mouse:

- Point to the option you want and click the left mouse button. Click again to deselect the option.

To choose an option with the keyboard:

1. Press **Tab** to move to the option area you want. Press **Shift+Tab** to move in the reverse direction in the dialog box.
2. Press the **Arrow** keys to move among options within the area.
3. Press the **Spacebar** to select an option.

Related Topics
    <u>Learning Windows basics</u>

Maximizing and Restoring a Window

You can enlarge a <u>window</u> to cover the entire screen.

To maximize a window with the mouse:

- · Click the Maximize box (containing the up arrow) in the upper-right corner of the window. The window fills the entire screen.

To restore a window to its previous size with the mouse:

- · Click the Restore box (containing both up and down arrows).

To maximize a window with the keyboard:

1. Press **Alt+Spacebar** to open the Control menu.
2. Press **X** for the Maximize command. The window fills the entire screen.

To restore a window to its previous size with the keyboard:

- · Press **Alt+Spacebar** and then **R** to choose the Restore command. The window returns to its previous size.

Related Topics
    <u>Learning Windows basics</u>

Minimizing and Restoring a Window

When you minimize a <u>window</u>, it becomes an <u>icon</u>. The icon then appears at the bottom of the screen. You can remove ABC FlowCharter from the screen, but keep it in memory, by minimizing its window. When you want to work in ABC FlowCharter again, you can bring it back on screen by restoring the window.

When you minimize a window, another window becomes <u>active</u>.

To minimize a window with the mouse:

·   Click the Minimize box (containing the down arrow) in the upper-right corner of the window.

To restore a window with the mouse:

·   Double click the icon. The icon expands into a window.

To minimize a window with the keyboard:

·   Press **Alt+Spacebar** and then **N** to choose the Minimize command.

To restore a window with the keyboard:

1. Press and hold **Alt**.
2. Press **Tab** repeatedly until the icon of the program you want to restore is chosen.
3. Release **Alt**. The icon expands into a window.

Related Topics
   <u>Learning Windows basics</u>

Moving in a Dialog Box

To move to an area in a dialog box with the mouse, you simply point and click.

To move to an area in a dialog box with the keyboard, press **Tab** to move the cursor through the options and **Shift+Tab** to move in the reverse direction.

Some areas have descriptive names with an underlined letter. You can press **Alt** and the underlined letter to move to that area.

Related Topics
    <u>Learning Windows basics</u>

Moving Windows and Icons

Several windows can be displayed at the same time. You can rearrange them by moving one window at a time anywhere on the screen.

The window with the highlighted title bar is the active window. To make another window the active window with the mouse, click anywhere in that window. With the keyboard, press **Alt+Tab** to toggle among the windows and icons. The title bar for the icon (below the icon) is highlighted when it is active.

To move a window with the mouse:

1. Point to the title bar and press and hold the left mouse button. The border of the window changes color.
2. Drag the outline of the window to another location.
3. Release the mouse button.

To move a window with the keyboard:

1. Press **Alt+Spacebar** and then **M** to choose the Move command in the Control menu. A four-headed arrow appears on the title bar.
2. Press the **Arrow** keys to move an outline of the window to a new location.
3. Press **Enter**.

To move an icon with the mouse:

1. Point to the icon and press and hold the left mouse button.
2. Drag the icon to another location.
3. Release the mouse button.

To move an icon with the keyboard:

1. Press **Alt+Esc** to highlight the icon.
2. Press **Alt+Spacebar** to open the Control menu.
3. Press **M** to choose the Move command. A four-headed arrow appears on the icon.
4. Press the **Arrow** keys to move the icon.
5. Press **Enter**.

Related Topics
   Learning Windows basics

Resizing Windows Automation

You can make the ABC FlowCharter window larger or smaller, resizing it in any direction. With the mouse, you can resize horizontally and vertically at the same time from the corner of a window.

To resize the window with the mouse:

1. Point to a border or corner and press and hold the left mouse button. The pointer changes to a double-headed arrow.
2. Drag the border or corner until the new border indicates the desired size.
3. Release the mouse button.

To resize the window with the keyboard:

1. Press **Alt+Spacebar** and then **S** to choose the Size command. A four-headed arrow appears in the center of the window.
2. Press an **Arrow** key to move the four-headed arrow to the border you want to move. To move to a corner, press the two **Arrow** keys that point to that corner.
3. Press the **Arrow** keys repeatedly to change the window to the desired size.
4. Press **Enter**. The active window changes to the new size.

Related Topics
Learning Windows basics

Switch To Command (Control Menu)

Use the Switch To command in the Control menu to open the Task List dialog box, which lets you switch among currently open applications and rearrange their windows and icons on your screen.

Related Topics
    Dialog Box information
    Procedure information
    Learning Windows basics

Task List Dialog Box

The Task List dialog box opens when you choose the Switch To command in the Control menu.

Task List
The Task List displays the open (running) applications. Highlight the application you want to switch to or close.

Switch To button
Click the Switch To button to switch to the highlighted application and make it active.

End Task button
Click the End Task button to close the highlighted application.

Cascade button
Click the Cascade button to cascade the applications in the Task List. The windows overlap so that each title bar is visible.

Tile button
Click the Tile button to tile the applications in the Task List. The windows are stacked in smaller sizes to fit on the screen.

Arrange Icons button
Click the Arrange Icons button to align the application icons at the bottom of the screen.

Related Topics
    Command information
    Procedure information

Switching among Application Windows Automation

To switch among application windows:

1. Open the Control menu and choose Switch To, or press **Ctrl+Esc**. The Task List opens.
2. Double click the name of the application you want or select the application name and click Switch To.

Related Topics
Command information
Dialog Box information

Next Command (Control Menu)

Use the Next command in the Control menu to move to the next open chart window, making it the <u>active window</u>. ABC FlowCharter determines which window by the order in which you opened the windows.

Related Topics
 <u>Procedure information</u>
 <u>Learning Windows basics</u>

Moving to the Next Chart

To move to the next open chart:

- Open the Control menu in the chart window and choose Next, or press **Ctrl+F6**.

Close Command (Control Menu)

Use the Close command in the Control menu to close the <u>active window</u> or dialog box. The Close command in the main Control menu closes ABC FlowCharter. The Close command in the Control menu of the chart window closes only the active chart.

Double clicking a Control menu box is the same as choosing the Close command.

Related Topics
    <u>Procedure information</u>
    <u>Exit command</u>
    <u>Learning Windows basics</u>

Closing a Window

To close the active chart window:

· Open the Control menu in the chart window and choose Close, or press **Ctrl+F4**.

To close the ABC FlowCharter window:

· Open the Control menu in the ABC FlowCharter window and choose Close, or press **Alt+F4**.

To close the active dialog box:

· Open the Control menu in the dialog box and choose Close, or press **Alt+F4**.

Restore Command (Control Menu)

Use the Restore command in the Control menu to return the <u>active window</u> to its size and position before you chose the Maximize or Minimize command.

Clicking in the upper-right corner of a maximized window is the same as choosing the Restore command.

Double click the title bar to restore the window quickly.

Related Topics
<u>Maximizing and restoring a window</u>
<u>Minimizing and restoring a window</u>
<u>Learning Windows basics</u>

Move Command (Control Menu)

Use the Move command in the Control menu to display a four-headed arrow so that you can move the <u>active window</u> or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Related Topics
<u>Procedure information</u>
<u>Learning Windows basics</u>

Size Command (Control Menu)

Use the Size command in the Control menu to display a four-headed arrow so that you can size the underline active window with the arrow keys.

Note: This command is unavailable if you maximize the window.

Related Topics
    Procedure information
    Learning Windows basics

Minimize Command (Control Menu) Automation

Use the Minimize command in the Control menu to reduce the ABC FlowCharter window to an <u>icon</u>.

Clicking ▾ in the upper-right corner of the window is the same as choosing the Minimize command.

Related Topics
<u>Procedure information</u>
<u>Moving windows and icons</u>
<u>Learning Windows basics</u>

Maximize Command (Control Menu) Automation

Use the Maximize command in the Control menu to enlarge the <u>active window</u> to fill the available space. For example, a chart window expands to fill the ABC FlowCharter window. The ABC FlowCharter window expands to fill the entire screen.

Clicking [▲] in the upper-right corner of the window is the same as choosing the Maximize command.

⚠️
Double click the title bar to maximize the window quickly.

Related Topics
<u>Procedure information</u>
<u>Learning Windows basics</u>

Color Button

The Color button in the status line lets you choose from more than 100 predefined colors to display in the ribbon. You also can define a custom color by choosing the amount of red, green, and blue in the color.

Related Topics
Dialog Box information
Procedure information

Set Custom Color Dialog Box

When you click the Color button, the Set Custom Color dialog box opens. You can use the dialog box to change the colors displayed in the Shape, Line, and Text ribbons.

More than 100 colors appear in the dialog box, along with the Red, Green, and Blue text boxes and arrows. When you click a color, the color is checked and the red, green, and blue values change to match the selected color.

A sample of the chosen color appears in the Color box on the left.

Related Topics
    Button information
    Procedure information

Changing Ribbon Colors

To change the colors displayed in the ribbon:

1. Click the Shape, Line, or Text tool in the toolbox, depending upon the colors you want to change. (You also can choose Preferences in the File menu and click the Indicator Options button to change the indicator colors.)
2. Click the color in the ribbon you want to replace with a custom color and then click the Color button, or double click the color in the ribbon. The Set Custom Color dialog box opens.
3. Click the color you want in the dialog box.
   or
   Click the up and down arrows to change the red, green, and blue values.
   or
   Type the values you want in the text boxes. Allowed values are from 0 to 255.
4. Click OK. The selected color appears in the checked box in the ribbon.

Note: If you are using Windows-standard VGA (16 colors), certain colors appear different when drawing lines and typing text due to the limitation of your display driver.

Related Topics
    Button information
    Dialog Box information

ABC FlowCharter Commands

File Menu The File menu contains commands that let you create new charts; open existing charts, templates, and workspaces; import EasyFlow files; and save and close files. You also use the commands in the File menu to export your chart to other programs, define the page layout, set preferences, choose master items, print and protect charts, attach a chart to an e-mail message, and exit the program.

Edit Menu The Edit menu contains commands that let you select objects; cut, copy, paste, and clear selected objects; undo and redo actions; and restore pictures. You also use the Edit menu to paste and edit embedded and linked objects; spell check the words in your chart, insert new or existing OLE objects; view and edit OLE links; and paste Rich Text Format (RTF) text, unformatted text, metafiles, and bitmaps into charts.

Fields Menu The Fields menu contains commands that let you set up data fields, set data field preferences, update fields, show or hide the Field Viewer, and show or hide the data fields Legend. You also use the Fields menu generate field data reports.

Window Menu The Window menu contains commands that arrange open chart windows and bring a selected chart to the front.

Palette Menu The Palette menu is in the Shape Palette. The Palette menu contains commands that let you open a different palette, create a new palette, edit shapes in the current palette, set preferences for the Shape Palette, and define properties for palette shapes.

Note Menu The Note menu is in the Note window. You use the Note window to attach text information to shapes. The Note menu contains commands you use to edit and print the text in the Note window.

Index Menu The Index menu is in the Index window. You use the Index window to list and access shapes and charts. The Index menu contains commands you use to choose the charts and information you want to view in the index, set index preferences, find text in charts, and copy or print the index information.

Edit Menu Commands

Click a command below to learn more about it.

Undo/Redo	Lets you undo and redo changes made to a chart.
Cut	Cuts the selected objects to the Clipboard.
Copy	Copies the selected objects to the Clipboard.
Paste	Pastes cut or copied objects into the active chart.
Paste Special	Pastes information from the Clipboard in various formats.
Paste Link	Pastes an object from the Clipboard and links it to the active chart.
Clear	Deletes selected objects from a chart.
Select	Lets you select all objects, all shapes, or all lines in a chart.
Restore Picture	Restores the selected picture to its size when it was first pasted into the chart.
Spelling	Opens the Spelling dialog box so you can check the spelling of selected text or all the text in your chart.
Insert Object	Inserts a new or existing object into a chart from another OLE-compatible program.
Links	Opens a list of the objects linked to the active chart.
Object	Opens the object application for you to edit the linked or embedded object.

Undo/Redo Command

The Undo command in the Edit menu reverses the last change you made to a chart; the Redo command restores the change. If a change cannot be reversed, Nothing to Undo appears in the menu.

Related Topics
Procedure information
Edit menu

Reversing a Change

To reverse (undo) a change:

· Open the Edit menu and choose Undo, or press **Ctrl+Z**. The change is undone. The menu changes to Redo.

To reverse (redo) an undo:

· Open the Edit menu and choose Redo, or press **Ctrl+Z**. The undo is undone. The menu changes back to Undo.

Related Topics
Command information

Cut Command

The Cut command in the Edit menu removes the selected objects from a chart and places them on the Clipboard.

Related Topics
    <u>Procedure information</u>
    <u>Paste command</u>
    <u>Clear command</u>
    <u>Edit menu</u>

Cutting Objects

To cut an object:

1. Select the object or objects you want to cut.
2. Open the Edit menu and choose Cut, or press **Ctrl+X**.

Note: Shapes or text cut or copied from the chart window cannot be pasted into the Note window.

Related Topics
<u>Command information</u>

Copy Command

The Copy command in the Edit menu copies the selected objects in a chart and places the copy on the Clipboard.

Related Topics

    <u>Procedure information</u>
    <u>Paste command</u>
    <u>Edit menu</u>

Copying Objects

To copy an object:

1. Select the object or objects you want to copy.
2. Open the Edit menu and choose Copy, or press **Ctrl+C**.

Note: Shapes or text copied or cut from the chart window cannot be pasted into the Note window.

Related Topics
Command information

Paste Command

The Paste command in the Edit menu places the contents of the Clipboard in the active chart.

Related Topics
    [Pasting objects](#)
    [Pasting pictures](#)
    [Cut command](#)
    [Copy command](#)
    [Paste Special command](#)
    [Paste Link command](#)
    [Edit menu](#)

Pasting Objects

To paste an object:

· Open the Edit menu and choose Paste, or press **Ctrl+V**. The object appears in the upper-left portion of the chart window.

Note: You can paste notes into the active chart window using the Paste command in the main ABC FlowCharter window. Before you can paste something from the Note window, you must select a shape or click the left mouse button on the active chart.

Related Topics
Command information

Adding Pictures in ABC FlowCharter

You can use the Paste command to paste pictures into charts. After you paste a picture into ABC FlowCharter, you can resize it and position it anywhere in the chart.

If you resize a picture and then decide you do not like the change, you can restore the picture to its original size.

To add a picture to a chart:

1. Select the picture you want in the other program.
2. Copy the picture to the Clipboard.
3. Open the chart in ABC FlowCharter into which you want to paste the picture.
4. Open the Edit menu and choose Paste. The picture in the Clipboard appears in the chart.

Related Topics
Restoring a picture

Clear Command

The Clear command in the Edit menu deletes the selected objects from a chart.

Note: Objects are deleted permanently when you choose the Clear command. They are not placed on the Clipboard. You can use the Undo command to recover a cleared object.

Related Topics
> Procedure information
> Cut command
> Edit menu

Deleting Objects

To delete an object:

1. Select the object you want to delete.
2. Open the Edit menu and choose Clear, or press **Del**.

Note: Objects are deleted permanently when you choose the Clear command. They are not placed on the Clipboard. You can use the Undo command to recover a cleared object.

Related Topics
Command information

Select Command

The Select command in the Edit menu lets you select all objects, all shapes, or all lines in a chart. When you choose the command, the Select submenu opens. You then choose whether to select all objects, shapes, or lines.

Related Topics
    Procedure information
    Edit menu

Selecting Objects, Shapes, and Lines

To select objects, shapes, or lines:

1. Open the Edit menu and choose Select. The Select submenu opens.
2. Choose one of the Select commands.

Related Topics
    Command information

Restore Picture Command

The Restore Picture command in the Edit menu restores the selected picture to its size when you first pasted it into the chart. This command can be used to restore the original size of embedded and linked objects as well.

Related Topics
- Procedure information
- Edit menu

Restoring a Picture

You can resize and move pictures you add to your charts like any other object.

If you resize a picture, it may appear distorted. In this case, you can restore the picture to its original size and appearance when you pasted it into the chart. You can even restore the original size of embedded and linked objects.

To restore a picture to its original size:

1. Click the Object Selector tool in the toolbox.
2. Select the picture you want to restore.
3. Open the Edit menu and choose Restore Picture. The selected picture reverts to its original size.

Related Topics
   Command information

Paste Special Command

The Paste Special command in the Edit menu lets you paste information from the Clipboard into ABC FlowCharter in various formats.

Depending upon the information in the Clipboard, your paste format options may include an embedded OLE object, Rich Text Format (RTF), unformatted text, a metafile (which will act as a chart shape), and a bitmap. (Format options vary; additional formats may be available.)

Related Topics
    Dialog Box information
    Procedure information
    Paste command
    Edit menu

Paste Link Command

The Paste Link command in the Edit menu lets you paste an object from the Clipboard and link it to the active chart in ABC FlowCharter.

After you link an object to a chart, any changes made to the object in its source file in the original program (the object application) are reflected in the chart.

Related Topics
    Procedure information
    Paste command
    Edit menu

Spelling Command

Choose the Spelling command in the Edit menu to check the spelling of any text included in charts created in ABC FlowCharter.

ABC FlowCharter can check the spelling of all the text in the document, or just the selected text. For example, if you want to check one word, highlight the word and choose the Spelling command.

Related Topics
    Dialog Box information
    Procedure information
    Edit menu

Spelling Dialog Box

Not in Dictionary Box
ABC FlowCharter checks spelling by comparing words in your document with words in a dictionary. The default dictionary is a file containing thousands of words. If a word is found that is not in the dictionary, the word is displayed in this area as a possible misspelling. If no suggested correct spellings are displayed, click on this area to copy its contents to the Change To box.

Change To Box
If suggestions are made, displays the first suggested correct spelling. If no suggested spellings are listed, displays the text insertion point. You can type the correct spelling of the word or you can click on the Not In Dictionary box to copy the misspelled word into this area. You can edit the word in this box.

Suggestions Box
Displays a list of words similar to the misspelled word from the currently used dictionary. The first word listed also appears in the Change To box. Click another suggested word to copy it to the Change To box. If ABC FlowCharter has no suggestions for the correct spelling of the word, No Suggestions appears in the list.

Ignore and Ignore All Buttons
Click the Ignore button to skip the word in the Not in Dictionary box without changing it. Click the Ignore All button to ignore the current word and all other occurrences of the word in this chart without prompting you.

Change and Change All Buttons
Click the Change button to change the Not In Dictionary word to the word in the Change To box. Click Change All to make the same change to all subsequent occurrences of the word in the chart without prompting you.

Add Button
Click the Add button to add the word to the current dictionary.

Info Button
Click the Info button for information on the spelling rules for the misspelled word.

Options Button
Click the Options button to display the Preferences dialog box for Spell Checking Options. Click on the down arrow to the right of the Language box to drop down a menu of available languages and select a language. Type the path and filename of the dictionary to be used for spell checking. Choose the Ignore Words With Numbers option to ignore words that contain numbers.

Related Topics
    Procedure information
    Command information
    Preferences information

Checking Spelling

To check spelling in a chart:

1. To check the entire chart, make sure that no elements are selected.
   or
   Choose the range you want to check. Select a single word, a range of words in a single block, a single text block, or several text blocks.
2. Open the Edit menu and choose Spelling. The Spell Checker starts and the Spelling dialog box opens.

   Note: Click OK if the "Spell check completed in chart." message box appears.

3. If a possible misspelled word is found, ABC FlowCharter highlights the word and displays it in the Not in Dictionary box in the dialog box.
4. ABC FlowCharter suggests possible replacements in the Suggestions list. The first suggested replacement appears in the Change To box.
5. If the word is misspelled, type the correct spelling of the word in the Change To box and click Change or Change All.
   or
   Select a different suggested replacement from the Suggestions list and click Change or Change All.
   or
   Click the Not in Dictionary field to copy its contents into the Change To box. Edit the word and click Change or Change All.
6. If the word is not misspelled, click Add to add the word to the user dictionary and continue.
   or
   Click Ignore or Ignore All to ignore the word or every instance of the word, respectively.
   or
   Click Cancel to stop spell checking and close the Spelling dialog box.

Related Topics
Dialog Box information
Command information

Insert Object Command

The Insert Object command in the Edit menu lets you insert a new or existing object into a chart from an OLE-compatible program on your system.

If you insert from an existing file, you can link the object to the source file. You also have the option to display the inserted object as an icon instead of a full graphic.

Related Topics
    Dialog Box information
    Inserting a new object in a chart
    Inserting an object from a file
    Edit menu

Links Command

The Links command in the Edit menu opens a list of the objects linked to the active chart.

Use this command to update the object with changes made in the source file, open the source file, change the source file or item, or break the link to the source file.

Related Topics

Dialog Box information

Viewing links

Editing links

Edit menu

Object Command

The Object command in the Edit menu varies, depending upon the object linked to or embedded in the chart. For example, it may state Edit Linked <Name> Object. Choose the command to open the object application and edit the linked object.

Related Topics

[Editing an object linked to a chart](#)
[Editing an object embedded in a chart](#)
[Edit menu](#)

Paste Special Dialog Box

The Paste Special dialog box may offer several formats for pasting the information from the Clipboard, depending on the type of information you are pasting and the program in which it was created.

Paste Option
The Paste option is selected by default. The following formats may be available if you use this option.

Format	Function
<Name> Object	Lets you double click on the object in ABC FlowCharter to open the source file and edit the object.
ABC FlowCharter Native	Pastes the object as a chart shape since it was created in ABC FlowCharter.
ABC FlowCharter Rich Text	Pastes the text from a chart shape, keeping the text styles such as bold, italic, and underline.
Rich Text Format (RTF)	Pastes the text with the text styles. (Many word-processing programs provide RTF on the Clipboard.)
Unformatted Text	Pastes the text without the text styles.
Metafile	Pastes the information as a new ABC FlowCharter shape. You can move and resize the shape, add text and a shape number, and connect it automatically to other chart shapes.
Device-Independent Bitmap	Brings the color information with the bitmap, so that the original colors are maintained in ABC FlowCharter.
Bitmap	Does not bring the color information with the bitmap; therefore, the bitmap colors may appear different in ABC FlowCharter.

Paste Link Option
If you choose the Paste Link option, the object is linked to, not embedded in, ABC FlowCharter. The Paste Link option in the dialog box is the same as the Paste Link command in the Edit menu.

Display as Icon Option
Click to check the Display as Icon option if you want the object to appear as an icon rather than as a full graphic. This option is available only if you select the Object format in the list box.

Result Area
This area describes the result of the paste option combined with the highlighted format.

Related Topics
    Procedure information
    Command information

Insert Object Dialog Box

The Insert Object dialog box has two primary options: Create New and Create from File.

Create New Option
If you choose the Create New option, you can select an object type from a list of OLE-compatible programs on your system. A new, empty object is inserted in the ABC FlowCharter window, and the object application opens for you to fill in the empty object. The object appears in both the object application and ABC FlowCharter at the same time.

Create from File Option
If you choose the Create from File option, you open an existing OLE-compatible file that contains the object you want to insert in ABC FlowCharter. The File text box, Browse button, and Link to File option appear when you choose this option. The object is embedded unless you select the Link to File option.

Browse Button
Click Browse to open the Browse dialog box and select the file that contains the object you want to insert in ABC FlowCharter.

Link to File Option
Click to check the Link to File option if you want to create a link between the object and the source file.

Display as Icon Option
Click to check the Display as Icon option if you want the object to appear as an icon rather than as a full graphic.

Result Area
This area describes the result of the paste option combined with the highlighted object type.

Related Topics
> Inserting a new object in a chart
> Inserting an object from a file
> Command information

Links Dialog Box

The Links dialog box displays the name and location of the source file, the item (such as the cell range in a spreadsheet), the object type (such as Excel Worksheet), and the update method (automatic or manual).

You can edit the links to a chart using the Links dialog box. The dialog box contains several options for editing a link.

Update Now
Updates the object in the chart with any changes that have been made to the object in the source file.

Open Source
Lets you open the source file that contains the linked object so that you can edit the object.

Change Source
Lets you link the object to a different source file or item (such as a cell range in a spreadsheet).

Break Link
Disconnects the link between the object that appears in ABC FlowCharter and its source file. The object is converted to a static picture in ABC FlowCharter. The object can no longer be edited from ABC FlowCharter or updated automatically.

Related Topics
    Command information
    Viewing links
    Editing links

Working with Objects

Selecting Objects ⚠️

ABC FlowCharter gives you several ways to select objects in a chart.

⚠️

Click the right mouse button to toggle to the Object Selector tool from any other tool. This feature lets you select and move objects without clicking the Object Selector tool in the toolbox. Click the right mouse button again to return to the original tool.

To select	Do this
A single object	Using the Object Selector tool, point to the object and click the left mouse button.
A group of adjacent objects	Using the Object Selector tool, press and hold the left mouse button, and drag the pointer around the objects.
A group of nonadjacent objects	Using the Object Selector tool, press **Shift** and click each object.

⚠️

To deselect one of a group of objects, press **Shift** and click the selected object.

All objects	Open the Edit menu, choose Select, and then choose All.
All shapes	Open the Edit menu, choose Select, and then choose Shapes.
All lines	Open the Edit menu, choose Select, and then choose Lines.

⚠️

Press **Ctrl+A** to select all objects.

Related Topics
    Working with objects

Using the Scroll Grid

The scroll grid, located below the down scroll arrow, works like the scroll arrows, with the added advantage that you can scroll diagonally across your chart. The squares in the grid represent directions for scrolling.

To scroll using the scroll grid:

1. Point to the square in the grid that represents the direction you want to scroll. For example, to scroll down and to the right, point to the square in the lower-right corner.
2. Press and hold the left mouse button. The selected square is highlighted and your view scrolls in the specified direction. To change the scroll direction, drag to a different square. To end scrolling, drag to the center square.
3. Release the mouse button.

Related Topics
Working with objects

Using the Scroll Keys

You can use the **Page Up** and **Page Down** keys to scroll up and down one screen, respectively.

To scroll up or down one screen:

·   Press the **Page Up** or **Page Down** key, depending upon the direction you want to scroll.

Related Topics
   Working with objects

Moving Objects

ABC FlowCharter lets you move objects anywhere in a chart. When you move a shape connected to a line, the line moves with the shape.

To move one or more objects:

1. Click the Object Selector tool in the toolbox.
2. Select the objects you want to move.
3. Point to one of the selected objects.
4. Press and hold the left mouse button, and drag the object to the position you want. A dotted rectangle surrounds the selected objects and follows the movement of the pointer.
5. Release the mouse button. The selected objects are redrawn at the new position.

You can snap shapes together while moving them. Just drag a shape in the chart to the edge of another shape. The two shape edges snap together instantly. This feature is ideal for creating row and column headings for deployment flowcharts.

Related Topics
    Working with objects

Resizing Shapes and Text Blocks

Use the handles on shapes and text blocks to change their size. Use the corner handles to change the width and height of the object proportionally; use the middle handles to change either the width or height, depending upon the handle you choose.

To resize a shape or text block:

1. Click the Object Selector tool in the toolbox.
2. Select the shape or text block you want to resize. Handles appear around the selected object.
3. Point to a handle. The pointer changes to a two-headed arrow.
4. Press and hold the left mouse button, and drag the handle until the object is the size you want.
5. Release the mouse button.

Press and hold **Ctrl** while you drag a handle to resize only that side of the shape or text block; the opposite side remains in place. This feature is useful for snapping the edge of a shape into alignment with the edge of another shape using *stretch alignment*.

Press and hold **Shift** while you drag a handle to disable proportional resizing.

Related Topics

Resizing multiple objects
Maintaining the proportions of a shape
Resizing the picture and text area
Fitting shapes to text
Working with objects

Repositioning Lines Connected to Shapes

When you connect lines to a shape, the line endpoints snap to the connect points on the shape. You can move the line endpoints to other connect points on the shape.

To reposition a line connected to a shape:

1. Click the Object Selector tool in the toolbox.
2. Select the line you want to reposition. Handles appear on the selected line.
3. Point to the handle on the endpoint connected to the shape.
4. Press and hold the left mouse button, and drag the handle to another connect point on the shape.
5. Release the mouse button.

Note: You also can reconnect the line to another shape by dragging the line endpoint to the shape.

Related Topics
Working with objects

Resizing Multiple Objects

To resize multiple objects at the same time:

1. Click the Object Selector tool in the toolbox.
2. Press **Shift** and click each of the objects you want to resize to select them. Release **Shift**.
3. Point to a handle on one of the selected objects. The pointer changes to a two-headed arrow.
4. Press and hold the left mouse button, and drag the handle until the objects are the sizes you want.
5. Release the mouse button.

Related Topics
Resizing shapes and text blocks
Resizing the picture and text area
Fitting shapes to text
Working with objects

Reshaping a Curved Line

When curved lines are selected, two control points appear in addition to the end point handles. The control points let you reshape the curved line.

To reshape a curved line:

1. Click the Object Selector tool in the toolbox.
2. Select the curved line you want to reshape.
3. Point to a control point near the line.
4. Press and hold the left mouse button, and drag the control point until the line is the shape you want.
5. Release the mouse button. The curved line is redrawn.
6. Repeat steps 3 through 5 with the other control point to continue reshaping the line.

Related Topics
Working with objects

Spacing and Aligning Objects

ABC FlowCharter offers several ways to space and align objects in a chart so that your charts are organized and attractive. You can use the magnetic Channel and Touch Alignment features, align shapes along guidelines, and space and align multiple objects using the Space/Align Shapes dialog box.

Click a topic below to learn how to space and align objects in ABC FlowCharter.

Related Topics

Understanding Channel and Touch Alignment
Aligning a shape using Channel and Touch Alignment
Aligning shapes to guidelines
Spacing and aligning multiple objects
Working with objects

Understanding Channel and Touch Alignment

Horizontal and vertical alignment channels extend from each shape in a chart. If you are dragging a shape and it approaches the channel of another shape, it is attracted to the channel. If you pass the pointer tip over the other shape (*touch selection*), that shape becomes the *reference shape*. You then can glide the shape along the alignment channel of the reference shape and the shape will snap to increments in the channel. It can snap to up to four increments away from the reference shape in any direction.

Note: You can define these increments using the Smart Shape Spacing option in the Alignment Options pane in the Preferences dialog box.

Related Topics
    Procedure information
    Working with objects

Aligning a Shape Using Channel and Touch Alignment

To align a shape using Channel and Touch Alignment:

1. Select the Channel Alignment and Touch Alignment options in the Preferences dialog box, if necessary.

Note: Smart Shape Spacing and/or Channel Alignment must be selected in order to use Touch Alignment.

2. Click the Object Selector tool in the toolbox.
3. Point to a shape in the chart.
4. Press and hold the left mouse button, and drag the shape over another shape in the chart. Reference marks appear on the second shape as the pointer tip passes over it. This shape is now the *reference shape*.
5. Drag the shape out of the reference shape through the middle reference mark on one of the sides.
6. Release the mouse button when the shape appears where you want it. The shape is aligned to the middle of the channel of the reference shape.

Press **Ctrl** while dragging a shape to turn off Channel and Touch Alignment temporarily.

Related Topics
Understanding Channel and Touch Alignment
Aligning shapes to guidelines
Spacing and aligning multiple objects
Working with objects

Spacing and Aligning Multiple Objects

To space and align multiple objects:

1. Click the Object Selector tool in the toolbox.
2. Select the objects you want to space evenly and/or align. More than one object must be selected.

Note: Only shapes and text blocks can be spaced and aligned with this option; if you select lines in a chart, the Space/Align Shapes button will be gray.

3. Click the Space/Align Shapes button in the ribbon. A dialog box opens.
4. Click one of the six alignment buttons. The spacing option that corresponds to the alignment button you click (horizontal or vertical) is highlighted.

Click the Space Only option if you want to set only the spacing. When you choose this option, you can set both horizontal and vertical spacing.

5. Click the highlighted spacing option to check it.
6. Click the Centers or Edges option, if necessary, to change how ABC FlowCharter will calculate the distance.

Note: You can set different amounts for edge-to-edge spacing and center-to-center spacing between objects.

7. Type the distance you want between the selected objects.
8. Click OK. The selected objects are aligned and spaced accordingly.

Note: The settings in the Space/Align Shapes dialog box do not affect the Smart Shape Spacing preferences you set in the Preferences dialog box. The Space/Align Shapes option affects only the shapes currently selected in the chart.

Related Topics
Aligning a shape using Channel and Touch Alignment
Aligning shapes to guidelines
Working with objects

Fields Menu Commands

Click a command below to learn more about it.

Setup   Lets you set up data fields for your chart.
Preferences   Lets you set up preferences for data fields.
Report   Lets you generate reports on the data stored in the charts data fields.
Update   Lets you automatically update linked data in fields.
Show Viewer   Shows the Field Viewer so that you can enter field data.
Show Legend   Shows the legend of field data for the chart.

Setup Command

ABC FlowCharter lets you attach data fields to shapes. Before you can attach data fields to a shape, you must set up the field table. The table contains field descriptions, including a field name, a field type, a field format, an accumulation method (formula), and an option to show or hide the field descriptions in the chart. It applies to all shapes in a chart; therefore, any changes you make to the field description table will be applied to all the shapes that have fields attached. The Setup command is in the Fields menu.

Related Topics
> Procedure information
> Dialog Box information
> Fields menu

Setting Up Fields

To add a field to a chart:

1. Open the Fields menu and choose Setup. The Setup Fields dialog box opens.
2. Type a name in the Field Name text box, such as Cost or Cycle Time.
3. Click the down arrow beside the Field Type box to open the list of available field types.
4. Scroll through the field types and highlight one to select it.
5. Click the down arrow beside the Accumulation Method box to open the list of available methods.
6. Scroll through the methods and highlight one to select it.
7. Click the down arrow beside the Field Format box to open the list of available formats.
8. Scroll through the formats and highlight one to select it.
9. Click to check the Hidden Field option if you do not want the field to appear in the chart.
10. Click Options to open the Preferences dialog box and choose a new placement option, font, or point size for the field.
11. Click OK to close the Preferences dialog box.
12. Click Add. The new field appears at the bottom of the Field list box at the left.
13. Click OK to close the Setup Fields dialog box. The new field is available for all the shapes in the chart.

To rearrange the order of the fields in the Fields list box:

1. Open the Fields menu and choose Setup. The Setup Fields dialog box opens.
2. Point to the field name in the Field list box at the left that is to be moved.
3. Press and hold the left mouse button, and drag the field name up or down the list where you want it.
4. Click OK. The order of the fields for all the shapes in the chart is changed.

To change a field:

1. Open the Fields menu and choose Setup. The Setup Fields dialog box opens.
2. Select a field in the Field list box at the left.
3. Change the field name, choose a new field type, field format, or accumulation method, or change the Hidden Field option.
4. Click Change.
5. Click OK to close the Setup Fields dialog box. The field is changed for all the shapes in the chart.

To delete a field:

1. Open the Fields menu and choose Setup. The Setup Fields dialog box opens.
2. Select a field in the Field list box at the left.
3. Click Delete. The field is deleted from the list box.
4. Click OK. The field is deleted from all the shapes in the chart.

Related Topics
Command information
Dialog Box information

Setup Fields Dialog Box

This dialog box lets you set up data fields for your chart.

Fields
This list box shows the currently defined fields for this chart. The order of the fields in this list shows the order in which the fields are displayed in the chart. Click on a field name to select it for editing or deletion. To change the order of the fields in the list, drag the selection to its new position.

Field Name
Used during field entry and field display and in reports. It also is used to match fields when updating linked data.

Field Type
Used to show data in the field and validate that the correct type of data is being entered.

Field Format
Used to define the way that the data is to be shown in the field.

Accumulation Method
Used to indicate to a linked shape how the data for this field should be combined. For instance, costs should be summed and times should be averaged.

Hidden Field
Determines whether ABC FlowCharter will show or hide this field in a chart.

Related Topics
Procedure information
Command information

Field Preferences Command

The Field Preferences command in the Fields menu lets you set your preferences for field data in your chart. You can set your preference for placement of fields in relation to shapes in a chart. These field preferences apply to the entire chart.

- Below the shape
- Top of the shape
- Right of the shape
- Left of the shape
- Inside the shape at the top
- Centered inside the shape

You also can choose the font, type size, type style and color used for the field descriptions. You can hide the names of the fields in the chart. You can specify that fields be opaque. You can specify the number of hours in a day and the number of days in a week.

Related Topics
> Procedure information
> Dialog Box information
> Fields menu

Report Command

The Report command in the Fields menu lets you output the data in a charts shapes. You can generate three types of reports from the entered field data: Input, Output, and Metrics.

When you choose the Report command, the Report submenu opens and displays the following commands:

Input
Output
Metrics
Related Topics
    Fields menu

Input Command

The Input command in the Report submenu generates a report that lists the charts shapes, each followed by the lines coming into them. This type of report is commonly used to find redundant activities.

Related Topics

[Procedure information](#)
[Dialog Box information](#)
[Report command](#)

Reporting Field Data

You can send the data to a printed report, to a file, or to the Windows Clipboard. For printed reports, the selected shape information is printed in a tabbed-column format, with column headings based on field names and column results based on the accumulation method. For file and Clipboard output, the selected shape information will be in a tab-delimited format, suitable for import into spreadsheets and databases, excluding result information.

To send the report to the printer:

1. Open the Fields menu and choose Report. The Report submenu opens.
2. Click the type of report you want: Input, Output, or Metrics. The Field Report dialog box opens.
3. Click the Output to Printer option to select it.
4. Click the Options button. The Field Report Options dialog box opens.
5. Select a sort method, and choose the items to be included in the report.
6. Click OK to close the dialog box. The Field Report dialog box appears.
7. Click OK. The Print Field Report dialog box opens.
8. Select the number of copies you want to print.
9. Click Setup if you want to make changes in the Printer Setup dialog box.
10. Click OK. The field report is printed to the selected printer.

To save a field report to a file:

1. Open the Fields menu and choose Report. The Report submenu opens.
2. Click the type of report you want: Input, Output, or Metrics. The Field Report dialog box opens.
3. Click the Output to File option to select it.
4. Click the Options button. The Field Report Options dialog box opens.
5. Select a sort method, and choose the items to be included in the report.
6. Click OK to close the dialog box. The Field Report dialog box appears.
7. Click OK. The Save Field Report dialog box opens.
8. Type a name in the File Name text box. (The tab-delimited file type is selected by default.)
9. Click OK. The field report is saved in a file.

To copy a field report to the Clipboard:

1. Open the Fields menu and choose Report. The Report submenu opens.
2. Click the type of report you want: Input, Output, or Metrics. The Field Report dialog box opens.
3. Click the Copy to Clipboard option to select it.
4. Click the Options button. The Field Report Options dialog box opens.
5. Select a sort method, and choose the items to be included in the report.
6. Click OK to close the dialog box. The Field Report dialog box appears.
7. Click OK. A dialog box message states that the field report has been copied to the Clipboard.
8. Click OK.

Note: Field data can be copied through the Clipboard and pasted in another chart for use *as text only*, not as data fields.

Related Topics
    Input command information
    Output command information
    Metrics command information
    Field Report Dialog Box information
    Options Dialog Box information

Field Report Dialog Box

Destination Selector
Click on the destination where you want to send the data.

Output to Printer generates a report to a printer. The selected shape information is printed in a tabbed-column format, with column headings based on field names and column results based on the accumulation method.

Output to File generates a report to a file. The selected shape information is in a tab-delimited format, suitable for import into spreadsheets and databases, excluding result information.

Copy to Clipboard generates a report to the Windows Clipboard. The selected shape information is in a tab-delimited format, suitable for pasting into spreadsheets and databases, excluding result information.

Options
Click this button to open the Field Report Options dialog box.
Related Topics
    Procedure information
    Input command information
    Output command information
    Metrics command information
    Options Dialog Box information
    Print Field Report Dialog Box information

Field Report Options Dialog Box

Sort Method Selector
Select the method to be used for sorting the data in the Field Report. Select Name to sort the data by the name of the shape. Select Number to sort the data by the shape number. Select Text to sort the data by text in the shape. Select First Data Field to sort the data by the contents of the first data field.

Include Check Boxes
Click the items to be included in the report to select them. A check mark to the left of an item indicates it has been selected. To deselect an item, click it again.

Select Sub Totals to include subtotals for the fields in addition to grand totals according to the Accumulation Method selected. Select Hidden Fields to include the data for fields that have been hidden in the chart.

Related Topics
    Dialog Box information

Print Field Report Dialog Box

This dialog box lets you specify the number of copies of a data field report to be printed. It also gives you the option of printing the report to a file.

Destination Printer
This read-only text block shows the current printer. Click the Setup button to choose a different printer.

Print to File Selector
Select this option to print the report to a file. A Print to File dialog box appears to let you specify the file drive, directory, and file name.

Copies Selector Box
The selector box shows the number of copies to be printed. The default is 1. Click on the up arrow to the right of the box to increase the number of copies. Click on the down arrow to decrease the number of copies.

Setup Button
Click the Setup button to choose a different printer or to change the setup for the current printer.

Save Field Report Dialog Box

This dialog box lets you save a report as a file, so you can print the file at a later date or send via electronic mail.

File Name text box
Type the name of the file you want to save in the File Name text box.

Files list box
The Files list box displays the file names in the current directory. Click a file name in the list box to display it in the File Name text box.

File Type list box
The File Type list box contains the file formats that ABC FlowCharter supports. Click the down arrow to the right of the list box to display the file formats, then choose the one you want.

Directory list box
The Directory list box displays directories on the current drive. To see the file names in another directory, double click the directory name in the list box.

Drive list box
The Drive list box displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory list box.

Output Command

The Output command in the Report submenu generates a report that lists the charts shapes, each followed by the lines leaving them. This report is commonly used to find unused activities.

Related Topics
> [Procedure information](#)
> [Dialog Box information](#)
> [Report command](#)

Metrics Command

The Metrics command in the Report submenu generates a report that lists the charts shapes and other elements, followed by all the lines for the chart. This report is commonly used to find total cycle times.

Related Topics
> [Procedure information](#)
> [Dialog Box information](#)
> [Report command](#)

Update Command ⚠️

The Update command in the Fields menu lets you automatically update linked field data. If there are no linked fields in your chart, this command is gray.

Related Topics
<u>Procedure information</u>
<u>Fields menu</u>

Updating Data Fields

To update field data:

· Open the Fields menu and choose Update.

Note: You will also be asked whether to update data when a linked chart that requires updating is opened.

Related Topics
Command information

Show Viewer and Hide Viewer Commands

The Show Viewer command in the Fields menu opens the Field Viewer dialog box. When you choose the Show Viewer command, the menu item changes to Hide Viewer.

Note: If no field types have been defined for this chart, the Field Viewer option will be gray.

Related Topics
>   Procedure information
>   Dialog Box information
>   Button information
>   Fields menu

Showing and Hiding the Field Viewer

To show the Field Viewer:

1. Select a shape in the chart.
2. Open the Fields menu and choose Show Viewer.
   or

   Click the Field Viewer button ⊞ at the bottom of the ABC FlowCharter window.
   The Field Viewer window opens. The Fields menu changes to Hide Viewer.

Note: You can open the Field Viewer by double clicking on an existing data field's area of a shape, and the data for that field is already loaded into the Field Viewer. If the Field Viewer is already open, click on an existing data field of a shape to load the data for that field.

Note: A message is displayed in the Field Viewer if no shape is selected or more than one shape is selected. In this case, you need not close the Field Viewer; simply click the shape you want to select it.

You can leave the Field Viewer open. The contents will change to display the field contents for each shape you select.

To hide the Field Viewer:

- Open the Fields menu and choose Hide Viewer.
  or
- Click the Field Viewer button at the bottom of the ABC FlowCharter window.
  The Field Viewer window closes. The Fields menu changes to Show Viewer.

You also can press **F6** to open and close the Field Viewer window.

Related Topics
Command information
Dialog Box information

Field Viewer Dialog Box

This dialog box is used to enter data in the data fields for your chart. The dialog box displays the chart name and the selected shape number in the title bar. It also displays the field names set up for the chart and their field types, along with text boxes for entering data.

Field Boxes
Type the data that corresponds to the data field name.

Note: Field Names that are hidden are followed by an asterisk (*). If the chart is protected by password, no hidden fields will be shown in the Field Viewer.

Field Type Text Block
This read-only text block displays the field Type for the current field box (the field in which the text cursor is currently located).

Setup Button
Click the text box for the field you want to see in the Setup Fields dialog box, and click the Setup button.

You can press **Tab** to switch between fields.

Related Topics
     Procedure information
     Command information
     Field Viewer Dialog Box information
     Setup Fields Dialog Box information

Entering Field Data

To enter field data for a shape:

1. Select a shape in the chart.
2. Open the Fields menu and choose Show Viewer.
   or
   Click the Field Viewer button at the bottom of the ABC FlowCharter window.
   The Field Viewer window opens.

Note: You can open the Field Viewer by double clicking on an existing data field of a shape, and the data for that field is already loaded into the Field Viewer. If the Field Viewer is already open, click on an existing data field area to load the data for that field.

3. Click in the text box after the field name you want and type data that corresponds to the field type shown. (The Field Type at the bottom shows the format required for the field type.)
4. Press **Enter** to save the field data for the shape and to move to the next field.
5. Type field data for the next field and press **Enter** when you are finished.
6. Repeat step 5 for the remaining data fields you want for the shape.

Note: You can leave data fields blank. Blank fields will not be added to the shape. Additional fields move up to properly space the field data on the chart.

7. If you want to enter field data for another shape, click another shape from the chart. (You need not close the dialog box.) Repeat this procedure from step 3 until you have entered field data for all the text fields you want.
8. When you are done, click the Close button to close the dialog box, or double click the Control menu box in the window.

To open the Setup Fields dialog box from the Field Viewer dialog box:

· Click the text box for the field you want to see in the Setup Fields dialog box, and click the Setup button.
  or
  Double click the area to the left of the field you want to see in the Setup Fields dialog box.

To display the field data for a shape:

1. Select the shape in the chart.
2. Click the Field Viewer button at the bottom of the ABC FlowCharter window. The Field Viewer window opens, displaying the field names and data entered earlier.

Note: You also can enter field data into lines, bitmaps, and OLE objects.

Related Topics
Command information
Field Viewer Dialog Box information
Setup Fields Dialog Box information

Show Legend and Hide Legend Commands

ABC FlowCharter has a special shape, the "Legend," which reports the totals of the fields within the bounds of the shape. The reported totals reflect the current state of the fields on the chart and update automatically when any field changes. As with other shapes the "totals" in this shape will be shown in the same font and style as other field data. The Show Legend command and Hide Legend command are in the Fields menu.

Related Topics
Procedure information
Fields menu

Showing and Hiding the Legend

To show the Legend in the chart:

1. Open the Fields menu and choose Show Legend.

Note: If no fields have been defined for shapes in the chart, the Show Legend command is gray.

2. Move the shape to where you want it in the chart.

To hide the Legend in the chart:

· Open the Fields menu and choose Hide Legend.

Related Topics
Command information

Field Viewer Button

The Field Viewer button opens the Field Viewer window.

Note: If no field types have been defined for this chart, the Field Viewer button is gray.

You can press **F6** to open and close the Field Viewer window.

Related Topics
    Command information
    Field Viewer Dialog Box information
    Procedure information

File Menu Commands

Click a command below to learn more about it.

New	Opens a new, blank chart window.
New From Template	Opens a new chart based on a previously saved template file.
Recall	Opens a submenu that lists the last nine charts you opened or saved.
Open	Opens a previously saved chart, template, or workspace.
Close	Closes the active chart.
Close All	Closes all open charts.
Save	Saves the file on which you are working, using the current file name.
Save As	Lets you make a copy of the file under a new name or directory.
Save Workspace	Saves the names of open charts and their window arrangement in a file.
Import	Lets you import and convert EasyFlow chart files.
Export	Lets you export a chart in different formats.
Page Layout	Lets you choose options that affect the orientation and dimensions of the pages in a chart.
Print	Lets you choose print range and other options before printing a chart.
Printer Setup	Lets you choose a printer and printer options.
Master Items	Lets you define and display chart information in the window.
Preferences	Lets you choose options that customize the program to suit your needs.
Protect Chart	Prevents unauthorized editing of your charts.
Send Mail	Creates an e-mail message with the current chart as an attachment.
Exit	Closes open chart files and the program.

New Command

Use the New command in the File menu to create a new chart. When you choose this command, a blank chart window opens in front of the currently open charts.

Related Topics
> Procedure information
> File menu

New From Template Command

The New From Template command in the File menu opens a new chart based on a previously saved template file.

Related Topics

[Procedure information](#)
[Dialog Box information](#)
[File menu](#)

New From Template Dialog Box

File Name text box
Type the name of the file you want to open in the File Name text box.

Files list box
The Files list box displays the file names in the current directory. Click a file name in the list box to display it in the File Name text box.

In the Files list box, type the first letter of a file name to move the cursor to the files beginning with that letter.

File Type list box
The File Type list box contains the template file format (AFT).

Directory list box
The Directory list box displays directories on the current drive. To see the file names in another directory, double click the directory name in the list box.

Drive list box
The Drive list box displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory list box.

Related Topics
    Procedure information
    Command information

Creating a New Chart

To create a new chart:

- Open the File menu and choose New, or press **Ctrl+N**. A blank chart window opens in front of the currently open charts.

Related Topics
Command information

Creating a New Chart from a Template File

To create a new chart from a template file:

1. Open the File menu and choose New From Template. The New From Template dialog box opens.
2. Choose the drive and directory that contain the template file you want to open.
3. Click the file you want to open.
4. Click OK. A new chart file opens in the window.

Related Topics
Command information
Dialog Box information

Open Command

Each chart is stored in a separate file on disk. Use the Open command in the File menu to open these file types.

- Charts (file names ending with an AF3, AF2, or ABC extension; files that contain the shapes, lines, and text that comprise your charts)
- Templates (file names ending with the AFT extension; files that contain settings you want to reuse in charts)
- Workspaces (file names ending with the AFW extension; files that contain information about your current work environment, including the names of charts used in a project and their window arrangement)

Related Topics
Dialog Box information
Procedure information
File menu

Open File Dialog Box

File Name text box
Type the name of the file you want to open in the File Name text box.

Files list box
The Files list box displays the file names in the current directory. Click a file name in the list box to display it in the File Name text box.

In the Files list box, type the first letter of a file name to move the cursor to the files beginning with that letter.

File Type list box
The File Type list box contains the file formats that ABC FlowCharter supports (AF3, AF2, ABC, AFT, and AFW). Click the down arrow to the right of the list box to display the file formats, then choose the one you want.

Directory list box
The Directory list box displays directories on the current drive. To see the file names in another directory, double click the directory name in the list box.

Drive list box
The Drive list box displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory list box.

Related Topics
    Command information
    Procedure information

Convert ABC Flowcharter 1.xx Document Dialog Box

This dialog box lets you open and convert an ABC Flowcharter 1.xx file.

Chart Title list box
The name of the chart you want to open appears in the Chart Title list box.

New File Name text box
Type a new name for the converted file in the New File Name text box.

Rename button
After you enter a new name for the chart you want to open, you can click the Rename button to give the file a new name.

Opening a File

To open a file:

1. Open the File menu and choose Open. The Open File dialog box opens.
2. Choose the drive and directory that contain the file you want to open.
3. Choose the type of file you want to open in the File Type list box, if necessary.
4. Click the file you want to open.
5. Click OK. The selected file opens in the window.

Related Topics
Command information
Dialog Box information

Close Command

The Close command in the File menu lets you close the active chart.

Related Topics

[Procedure information](#)
[Close All command](#)
[File menu](#)

Closing the Active Chart

To close only the active chart:

·   Open the File menu and choose Close, or double click the Control menu box in the upper-left corner of the chart window.

If the active chart contains changes that you have not saved, ABC FlowCharter displays a message asking if you want to save the changes. Respond to the message in one of three ways.

·   Click Yes to save the changes. If you saved the chart previously, ABC FlowCharter saves the changes and closes the active chart. If you have not saved the chart yet, the Save File dialog box opens.
·   Click No to discard the changes. The active chart closes without saving the changes.
·   Click Cancel to cancel the Close command. You return to the chart.

Related Topics
Command information
Close All command

Close All Command

The Close All command in the File menu lets you simultaneously close all charts that are currently open in ABC FlowCharter.

Related Topics
- Procedure information
- Close command
- File menu

Closing All Charts ⚠️

To close all open charts:

- Open the File menu and choose Close All. ABC FlowCharter closes the open charts in the order they are arranged on the screen.

If any chart contains changes that you have not saved, ABC FlowCharter displays a message asking if you want to save the changes. Respond to the message in one of three ways.

- Click Yes to save the changes. If you saved the chart previously, ABC FlowCharter saves the changes and closes the active chart. If you have not saved the chart yet, the Save File dialog box opens.
- Click No to discard the changes. The active chart closes without the changes being saved.
- Click Cancel to cancel the Close All command. You return to the active chart.

Related Topics
Command information

Recall Command

Use the Recall command in the File menu to quickly open charts you recently edited. The names of the last nine charts you opened or saved appear in the Recall submenu. The complete path name appears for charts outside the current directory.

A number appears beside each chart name. You can type the number to open the chart or click the chart name in the submenu.

Related Topics

    Procedure information
    File menu

Recalling Charts

To recall a chart:

1. Open the File menu and choose Recall. The Recall submenu opens, and a list containing up to nine previously opened or saved files appears.
2. Choose the chart you want to recall. The selected chart opens in the window.

Note: If the chart you choose is already open, ABC FlowCharter displays a message asking if you want to revert to the last saved version of the chart.

Related Topics
Command information

Save Command ⚠️

Use the Save command in the File menu to store a chart or template in a file on disk. All charts (including linked charts) are saved in separate files.

The first time you save a new chart or create a new, linked chart, you name the file that contains it and choose where you want to store the file. Afterwards, each time you choose the Save command, your changes are saved in that file. You also can choose to save templates for use with new charts.

Related Topics
    Procedure information
    Save As command
    Saving files in ABC FlowCharter version 2.0 format
    File menu

Saving a Chart or Template

To save a chart or template:

1. Open the File menu and choose Save. If you are saving a file for the first time, the Save File dialog box opens. If you already have saved the file, your changes are saved in the file you named earlier.
2. Type the file name you want in the File Name text box.

Note: Pressing a character key when a file name is highlighted in the text box makes the name disappear. To edit the file name, press the **Right Arrow** to remove the highlight. Then press the **Right** or **Left Arrow** to move the text cursor. To delete characters to the left of the text cursor, press **Backspace**.

3. Choose the drive and directory in which you want to store the file.
4. Choose the file format you want (Chart or Template) in the File Type list box.
5. Click OK. The chart or template is saved in a file.

If you entered an existing file name, a message appears, asking if you want to replace the existing file.

- Click No if you do not want to replace the file. You return to the Save File dialog box. Type a different name in the File Name text box or choose another directory.
- Click Yes if you want to replace the file.

Related Topics
   Command information

Save As Command

Use the Save As command in the File menu to rename a chart, so that you have the original chart and a new version. This option is useful for making a copy of a file without using the Windows Copy command.

Related Topics
    Dialog Box information
    Procedure information
    Saving files in ABC FlowCharter version 2.0 format
    Save command
    File menu

Save File Dialog Box

File Name text box
Type the name of the file you want to save in the File Name text box.

Files list box
The Files list box displays the file names in the current directory. Click a file name in the list box to display it in the File Name text box.

In the Files list box, type the first letter of a file name to move the cursor to the files beginning with that letter.

File Type list box
The File Type list box contains the file formats that ABC FlowCharter supports. Click the down arrow to the right of the list box to display the file formats, then choose the one you want.

Directory list box
The Directory list box displays directories on the current drive. To see the file names in another directory, double click the directory name in the list box.

Drive list box
The Drive list box displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory list box.

Related Topics
    Command information
    Procedure information
    Saving files in ABC FlowCharter version 2.0 format

Saving a Chart Copy

To save a copy of a chart:

1. Open the File menu and choose Save As. The Save File dialog box opens.
2. Type a file name for the chart copy. Use a different name to distinguish between the copy and the original.
3. Choose the drive and directory in which you want to store the copy.
4. Click OK. A copy of the active chart is stored with the new file name.

Related Topics
Command information
Dialog Box information
Saving files in ABC FlowCharter version 2.0 format

Saving Files in ABC FlowCharter Version 2.0 Format

ABC FlowCharter includes the ability to save files for use in ABC FlowCharter version 2.0. ABC FlowCharter files can be opened by ABC FlowCharter version 3.0 without saving in a special format.

To save files in ABC FlowCharter version 2.0 format:

1. Open the File menu and choose Save As.
2. Choose the file format you want (ABC 2.0 Chart or ABC 2.0 Template) in the File Type list box.
3. Type the filename you want in the File Name text box.
4. Choose the drive and directory in which you want to store the file.
5. Click OK. The chart or template is saved in a file ready to be opened by ABC FlowCharter 2.0.

Note: If the chart you are saving contains embedded or linked OLE objects, a message appears asking if you want to include the OLE objects as display-only shapes.

To save OLE objects in version 2.0 files:

- Click Yes if you want OLE objects converted to shapes in the version 2.0 file. After the OLE objects are converted, they appear as custom shapes in ABC FlowCharter 2.0.
- Click No if you do not want the objects converted. The objects are omitted from the version 2.0 file.

Differences between version 3.0 and version 2.0 files:

- Version 2.0 does not support data fields. They are omitted when you save in version 2.0 format.
- Version 2.0 does not support the line style for organization charts. These lines are converted to right-angle lines when you save in version 2.0 format.
- Version 2.0 does not support OLE objects. OLE Objects in version 3.0 charts can be converted to display-only shapes when you save in version 2.0 format as described above.

Related Topics
Save As command
Save As dialog box

Save Workspace Command

Use the Save Workspace command in the File menu to save your workspace in a file. The file contains the names and screen layout of the charts in the ABC FlowCharter window.

Because you often may work on the same set of charts for a project, this feature lets you quickly open the charts to resume your work. When you save your workspace, ABC FlowCharter saves the names of the open charts (not the charts themselves) and the arrangement of the charts in the ABC FlowCharter window.

When you open a workspace file, ABC FlowCharter opens the chart files and restores the arrangement.

Related Topics
Dialog Box information
Procedure information
Save command
Save As command
File menu

Save Workspace Dialog Box

File Name text box
Type the name of the workspace file you want to save in the File Name text box.

Files list box
Workspace files have an AFW extension. The Files list box displays the file names in the current directory. Click a file name in the list box to display it in the File Name text box.

In the Files list box, type the first letter of a file name to move the cursor to the files beginning with that letter.

File Type list box
The File Type list box displays Workspace as the default file type.

Directory list box
The Directory list box displays directories on the current drive. To see the file names in another directory, double click the directory name in the list box.

Drive list box
The Drive list box displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory list box.

Related Topics
    Command information
    Procedure information

Saving Your Workspace

To save your current workspace:

1. Open the File menu and choose Save Workspace. The Save Workspace dialog box opens.
2. Type a name for the workspace file in the File Name text box.
3. Choose the drive and directory in which you want to store the workspace file.
4. Click OK. The workspace is saved in a file.

Only saved charts are included in the workspace file. If any of the charts in the workspace have not been saved, ABC FlowCharter opens the Save File dialog box to let you save them.

Note: If you open more than one workspace and you choose the Save Workspace command, ABC FlowCharter saves all the open workspaces as one workspace. For example, if you open the workspace Test, then open the workspace Pass and choose the Save Workspace command, ABC FlowCharter saves the workspace Pass, and includes the workspace Test.

Related Topics
> Command information
> Dialog Box information
> Reopening the workspace

Reopening the Workspace

To reopen the workspace:

1. Open the File menu and choose Open. The Open File dialog box opens.
2. Choose Workspace in the File Type list box.
3. Choose the drive and directory that contain the workspace file you want.
4. Click the file you want to open.
5. Click OK. The charts saved in the workspace file open and ABC FlowCharter restores the chart arrangement.

Related Topics
    Saving your workspace

Page Layout Command

Use the Page Layout command in the File menu to set the size of the page, the size of the page margins (borders), and the <u>orientation</u> of the page (portrait or landscape). The default page size is determined by the selected printer.

Related Topics
    <u>Dialog Box information</u>
    <u>Procedure information</u>
    <u>File menu</u>

Page Layout Dialog Box

Paper Size option
You should choose the paper size on which you plan to print your chart. ABC FlowCharter provides many popular paper sizes, including letter (8 ½" x 11"), legal (8 ½" x 14"), tabloid (11" x 17"), and C sheet (17" x 22"). If you choose a metric paper size, centimeters are used for the measurement units.

ABC FlowCharter displays page breaks on the screen based on the paper size and margins you choose.

Click the down arrow in the Paper Size area and choose one of the preset paper sizes from the list, or select the Width and Height text boxes and type the page dimensions you want (in inches or centimeters, depending upon your measure choice). The maximum paper size you can set is 100" x 100".

Margins option
ABC FlowCharter uses the margins you specify to define the print area on each page and to determine the page breaks. For example, if you choose an 8 ½" x 11" (letter) page size and specify a 0.5" margin on all sides, the print area is 7 ½" x 10".

Select each of the Margins text boxes individually and type the margin you want (in inches or centimeters, depending upon your measure choice). The numbers you enter are rounded to the nearest hundredth of an inch or tenth of a centimeter.

Orientation option
You can choose either Portrait (tall) or Landscape (wide) for your page orientation. To fit your chart on the fewest pages, click Portrait if your chart is vertically oriented or Landscape if your chart is horizontally oriented.

Measure option
You can choose inches or centimeters for your measurement units. The units you choose are used in the rulers and in other options where you specify size, such as margins and page size. Click Inches or Centimeters to choose the units you want. If you choose a metric paper size, centimeters are used for the measurement units.

Page Order option
You can choose the order in which the pages of your chart are printed. The orders are Down, then Across and Across, then Down. A graphic to the right of the choices shows the currently chosen order.

Print Blank Pages option
You can choose to print or omit pages that do not have any objects on them.

Select to print blank pages when assembling a poster of a chart.

Match Printer button
Click the Match Printer button to change the Paper Size, Margins, Orientation, and Measure settings to match the current printer.

Related Topics
    Command information
    Procedure information

Setting Up the Page

To define the page layout:

1. Open the File menu and choose Page Layout. The Page Layout dialog box opens.
2. Choose the page layout options you want.
3. Click OK. ABC FlowCharter applies your page layout choices to the chart.

Related Topics
Command information
Dialog Box information

Print Command ⚠️

Use the Print command in the File menu to print your charts and add them to presentations and reports.

ABC FlowCharter lets you print all the pages, a range of pages, or only selected objects in the chart. To print only selected objects, select the objects you want to print before you choose the Print command.

You also have an option to fit the chart to a single page. The entire chart is reduced proportionally, including the TrueType fonts. (Bitmap and printer fonts do not necessarily reduce properly.) When multiple-page charts are reduced to one page, the master items are printed only once and the All, Selection, and Pages print range options are still valid.

Note: Charts cannot be enlarged with the Fit to Page option.

Related Topics
    Dialog Box information
    Procedure information
    File menu

Print Dialog Box

Print Range options
- Click All to print all the pages in the chart.
- Click Selection to print only the objects selected in the chart.
- Click Pages and type starting and ending page numbers to print a range of pages.

Fit to Page option
Click Fit to Page if you want a multiple-page chart reduced proportionally to a single page.

Print to File option
Click Print to File if you want to send the output to a file instead of a printer.

Print Notes option
Click Print Notes to print the notes attached to the shapes in the chart.

Copies text box
Click the up or down arrow to choose the number of copies, or type a number in the text box.

Setup button
Click the Setup button to open the Printer Setup dialog box.

Related Topics
Command information
Procedure information

Printing a Chart

To print a chart:

1. Open the File menu and choose Print. The Print dialog box opens. Information about the current printer appears at the top of the dialog box. (The current printer is the printer to which the next print job will be sent.)
2. Choose a Print Range option.
3. Click the Fit to Page box if you want the chart reduced to a single page.
4. Type the number of copies you want in the Copies text box.
5. Click the Print to File box if you want to send the output to a file instead of a printer.
6. Click the Print Notes box to print the notes attached to the shapes in the chart. The notes print (after the chart has printed) in the order the shapes are numbered.
7. Click OK to save the changes in the Print dialog box and to print your chart.

Note: If you choose the Print to File option, a dialog box opens. Type the file name you want and click OK. The chart information is saved in a file in the current directory.

Drag an ABC FlowCharter file from the File Manager to the open Print Manager (or its minimized icon). ABC FlowCharter opens and displays the chart file and the Print dialog box for you to print the chart.

Related Topics
Command information
Dialog Box information

Printer Setup Command

Use the Printer Setup command in the File menu to choose the current printer and printer options.

If you do not change the current printer, ABC FlowCharter uses the default printer as the current printer. The default printer is the printer selected in the Windows Control Panel. See your Windows documentation for information about changing the default printer.

Related Topics
> Dialog Box information
> Procedure information
> File menu

Printer Setup Dialog Box

Printer area
The Printer area lists the currently installed Windows printer drivers. Click the name of the printer you want to be the currently active printer. Printer drivers can be added or deleted through the Windows Control Panel. Any installed printer driver can be activated and used by ABC FlowCharter.

Options button
Click the Options button to open the currently selected printer dialog box. Choose printer options (page size, orientation, etc.) and click OK.

Related Topics
    Command information
    Procedure information

Selecting a Printer

To select a printer:

1. Open the File menu and choose Printer Setup. The Printer Setup dialog box opens.
2. Select the print device you want to use.
3. Click OK.

Related Topics
   Dialog Box information
   Command information

Master Items Command

The Master Items command in the File menu lets you define and display useful pieces of information about a chart, such as the chart name and the date and time it was created.

Related Topics

Dialog Box information

Procedure information

File menu

Master Items Dialog Box

Chart Name option
Click Chart Name to display the file name of the chart. The name is updated automatically if you change the file name.

Page Numbers option
Click Page Numbers to display the page number at the bottom of each page. You also can insert text in front of the numbers. Type the text you want before the number sign (#) in the Page Numbers text box. The number sign is replaced with the actual page number when you print the chart.

Text1 and Text2 boxes
Use the Text1 and Text2 boxes to display text on the first page or each page of a chart. Type the text you want in each box. You can use these boxes to add information about a chart. For example, you could show the name of the creator and the purpose of the chart.

Use the Text1 and Text2 boxes to add a header and footer to the chart pages. Type text in the boxes and choose the All Pages option. In the chart, move the text items to the top and bottom, respectively, of the first chart page. The items will appear at the top and bottom of each chart page.

Logo button
Click the Logo button to import a logo into a chart. The Logo dialog box opens, which lets you use any bitmap (.BMP) file as your logo. The logo you import is saved in the chart file. You can use the Show Logo button to display and hide the logo after you import it.

Show Logo option
Click Show Logo to display the logo you imported into the chart. Click Show Logo again to hide the logo.

Show Time option
Click Show Time to show the system time when you created the file. You can use this option to record when you first started working on a chart or the current time by clicking Update Date and Time.

Update Date and Time button
Click the Update Date and Time button to match the date and time master items with the current system date and time.

Date area
Click the option beside the date format you want. This item lets you automatically display the date chart was created or the current date. The system date on which the file was created is the default. Click No Date to hide the date.

You can change the date and time formats in the Master Items dialog box to different standards by changing the international settings in the Control Panel in the Windows Program Manager. The new standards are reflected immediately in ABC FlowCharter.

Range area
Click First Page Only to display master items on only the first page in the chart; click All Pages to display master items on all the pages in the chart.

Related Topics

Open Logo Dialog Box

File Name text box
Type the name of the logo file you want to open in the File Name text box.

Files list box
You can use bitmap (.BMP) files as logos. The Files list box displays the file names with BMP extensions in the current directory. Click a file name in the list box to display it in the File Name text box.

In the Files list box, type the first letter of a file name to move the cursor to the files beginning with that letter.

File Type list box
The File Type list box displays Bitmap as the default file type.

Directory list box
The Directory list box displays directories on the current drive. To see the file names in another directory, double click the directory name in the list box.

Drive list box
The Drive list box displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory list box.

Related Topics
    Procedure information

Importing a Logo

To import a logo:

1. Click Logo in the Master Items dialog box. A dialog box opens.
2. Choose the drive and directory in which the bitmap (.BMP) file is stored.
3. Click the name of the file.
4. Click OK. The logo is imported into the active chart.

Related Topics
Dialog Box information

Defining Master Items

To define master items:

1. Open the File menu and choose Master Items. The Master Items dialog box opens.
2. Select the master items you want.
3. Click OK. The selected master items appear in the chart.

Double click a master item in a chart to open the Master Items dialog box.

After master items are in the chart, you can select and move them individually with the mouse.

To move a master item:

1. Click the Object Selector tool in the toolbox.
2. Select the master item on the first page you want to move. Press **Shift** and click the left mouse button to select more than one item.
3. Press and hold the left mouse button, and drag the item where you want it.
4. Release the mouse button.

Note: When you move an item on the first page, the corresponding items on other pages move to the same relative position if master items appear on all chart pages.

Related Topics
Command information
Dialog Box information

Preferences Command (File Menu)

Use the Preferences command in the File menu to set options for shape spacing and alignment; the ruler; line spacing and crossovers; indicators for linking, launching, and notes; data fields, and spell checking.

Related Topics

Dialog Box information

Procedure information

File menu

Preferences Dialog Box

Option buttons
Click a button on the left side of the dialog box to display the options for that area.

Click a button below to learn more about the options.

Click the Alignment Options button to set Smart Shape Spacing, Channel Alignment, Touch Alignment, and ruler options.

Click the Shape Sizing Options button to set shape sizing for new shapes.

Click the Line Options button to set the line offset for right-angle lines and to choose options for crossover lines.

Click the Indicator Options button to set indicators for linking, launching, and notes.

Click the Field Options button to choose options for placement and text attributes of field data.

Click the Spelling Options button to choose a dictionary and language for spell checking.

Related Topics
   Command information
   Procedure information

Setting Preferences

1. Open the File menu and choose Preferences. The Preferences dialog box opens.
2. Click an Option button at the left side of the dialog box, if necessary.
3. Select the preferences you want.
4. Click OK. The preferences you set remain in effect until you change them.

Related Topics
   Command information
   Dialog Box information

Alignment Options

Smart Shape Spacing
The Smart Shape Spacing option lets you define how far shapes snap from each other when placed in a chart. For example, if you set 0.5" horizontal spacing and drag a new shape out of an existing shape, the new shape snaps half an inch away if you release the mouse button near that location.

Channel Alignment
The Channel Alignment option aligns shapes horizontally and vertically (in a channel) when you drag to place connected shapes. Channel alignment also works when you click to place shapes if you click near the center of the channel.

Touch Alignment
The Touch Alignment option lets you place a new shape that is aligned to a *reference shape* already in the chart. To define the reference shape, you press the mouse button and drag a new shape over an existing shape as you are about to place the new shape. Reference marks appear on the existing shape. You can change the reference shape simply by dragging the new shape over a different shape already in the chart.

Note: Smart Shape Spacing and/or Channel Alignment must be selected in order to use Touch Alignment.

Align to Rulers
The Align to Rulers option lets you snap objects and guidelines to ruler positions. Coarse alignment makes the pointer snap at 1/8" increments; fine alignment makes it snap at 1/16" increments (when inches is selected as the unit of measure).

Show Rulers
The Show Rulers option lets you display the horizontal and vertical rulers in the ABC FlowCharter window.

Related Topics
    Selecting alignment options

Selecting Alignment Options

To select alignment options:

1. Open the File menu and choose Preferences. The Preferences dialog box opens.
2. Click the Alignment Options button, if necessary.
3. Select the Smart Shape Spacing box.
4. Type spacing values in the Horizontal and Vertical text boxes.
5. Select the Channel Alignment box if you want shapes to align in a channel.
6. Select the Touch Alignment box if you want existing shapes to be reference shapes as you pass the pointer over them.
7. Select the Align to Rulers box if you want objects and guidelines to snap to ruler positions.
8. Select the Coarse or Fine option, depending upon the snap increments you want.
9. Select the Show Rulers box to display the horizontal and vertical rulers in the chart window.
10. Click OK. The alignment options remain in effect until you change them.

Shape Sizing Options

Each shape sizing option offers you a different way to control the size of shapes you place in a chart.

Last Used In Chart
When this option is selected, ABC FlowCharter keeps track of the size changes you make to shapes in a chart. When you place a new shape in a chart, the shape is drawn at the same size as the last instance of the shape you resized in the chart.

Palette Size
This option lets you place shapes in a chart at a predefined size. You define the size using the Shape Properties dialog box. When you place a new shape in a chart, the shape is drawn at the size specified in the Shape Properties dialog box.

Manual
When this option is selected, ABC FlowCharter lets you define the size of each shape as you draw it. This option is useful when you want to create shapes with unique sizes.

Related Topics
Selecting shape sizing options

Selecting Shape Sizing Options

To select a shape sizing option:

1. Open the File menu and choose Preferences. The Preferences dialog box opens.
2. Click the Shape Sizing Options button, if necessary.
3. Click the sizing option you want.
4. Click OK. The shape sizing option remains in effect until you change it.

Mouse Shortcuts for Launch and Link

ABC FlowCharter lets you use mouse shortcuts for launching applications and opening linked charts quickly and efficiently.

Launching
Press **Ctrl** and double click a shape as the mouse shortcut for launching. The Launch dialog box opens if you have not already set the shape for launching. If you have set the shape, the launch application opens. (If a shape is not linked and has a launch, you can double click it without pressing **Ctrl** to launch.)

Linking
Double click a shape as the mouse shortcut for linking. The Linked chart opens. (If the shape is not linked, double clicking it has the same effect as pressing **Ctrl** and double clicking the shape; it is the mouse shortcut for launching.)

Related Topics
Preferences dialog box
Opening linked charts
Launching an application
File menu

Line Options

When you connect shapes with right-angle lines, you can choose how far the line segments are offset from the shapes. This feature is useful if the line segments are too short or too long. Your choice affects only right-angle lines.

Horizontal spacing option
The Horizontal spacing option lets you set the amount of horizontal space between lines and shapes.

Vertical spacing option
The Vertical spacing option lets you set the amount of vertical space between lines and shapes.

You can choose the crossover style and size for lines used when one line goes on top of another.

Crossovers Style option
The Crossovers Style option lets you choose the style of the crossover when one line goes on top of another.

Crossovers Size option
The Crossovers Size option lets you choose the size of the crossover for bunny hops and broken lines when one line goes on top of another. The size has no effect when the crossover style is solid lines.

Related Topics
Choosing the line offset
Choosing the line crossover

Choosing the Line Offset

To choose the line offset:

1. Open the File menu and choose Preferences. The Preferences dialog box opens.
2. Click the Line Options button, if necessary.
3. Select the Horizontal and Vertical text boxes, respectively, and type the offset you want for each direction. Inches or centimeters are used as the units, depending upon which option you selected in the Page Layout dialog box.
4. Click OK. The specified offsets are used for right-angle lines until you change them.

Choosing the Line Crossover

To choose the line crossover:

1. Open the File menu and choose Preferences. The Preferences dialog box opens.
2. Click the Line Options button, if necessary.
3. Select the type and size for the intersection you want when one line crosses over another one.
4. Click OK. The specified crossover style and size are used until you change them.

Indicator Options

ABC FlowCharter lets you use indicators to identify shapes that serve a special purpose or contain a note.

Indicators are shadows and symbols added to shape numbers. They help you identify shapes that are used to open linked charts or launch other applications or that have notes attached to them.

·   Shapes that open linked charts may be indicated with text, a shadow, or an icon.
·   Shapes that launch other applications may be indicated with text, a shadow, or an icon.
·   Shapes that have notes attached to them may be indicated with text or a shadow.

You can use shadows and choose the symbols used for indicators. The default indicators are a shadow for link, an asterisk (*) for launch, and **-N** for notes. You can use up to three text characters to create your own indicators.

You can choose the font, point size, color, and style you want for text indicators. The settings you choose also are used for shape numbers.

You can choose to show nodes on lines. Nodes appear at end points and where lines connect. Nodes help you distinguish between connecting lines and lines that merely overlap. Nodes are represented by small, blue squares on lines. You can click on a node and drag to resize or reposition the line.

ABC OLE Automation

Launch Indicator

Launch Shadow

Link Indicator

Link Shadow

Note Indicator

Note Shadow

Related Topics

Choosing indicators for shapes

Choosing Indicators for Shapes

To choose indicators for shapes:

1. Open the File menu and choose Preferences. The Preferences dialog box opens.
2. Click the Indicator Options button, if necessary.
3. Select the Link Symbol, Launch Symbol, or Note Symbol text box.
4. Type the symbol you want to indicate this function. It can be up to three characters in length.
5. Click the Shadow check box associated with the function to apply a shadow. For example, click the Link Shadow check box to display a shadow on shapes used to open linked charts.
6. Repeat steps 3 through 5 for the other two text boxes.
7. Choose the font, size, style, and color you want for the indicators. (These options apply to all indicators.)
8. Click the Show Nodes on Lines check box to show nodes. Click the check box again to hide nodes.
9. Click OK. The indicators are applied to the shapes in the active chart.

Field Options

The Field Options let you set your preferences for field data in your chart. You can set your preference for placement of fields in relation to shapes in a chart.

- Below the shape
- Top of the shape
- Right of the shape
- Left of the shape
- Inside the shape at the top
- Centered inside the shape

You also can choose the font, type size, type style and color used for the field descriptions. You can hide the names of the fields in the chart. You can specify that fields be opaque. These field preferences apply to the entire chart.

Related Topics
Procedure information
Dialog Box information

Choosing Field Options

To set field preferences:

1. Open the Fields menu or the File menu and choose Preferences. The Preferences dialog box opens.
2. If necessary, click the Fields button to selected it. The Field Options pane of the Preferences dialog box appears.
3. Click a Field Placement option to set where the field will appear relative to the shape.
4. Click the down arrow beside the Font box to open a list of the available fonts.
5. Scroll through the list of available fonts, if necessary. Click the font you want to select it for the field text.
6. Click the down arrow beside the Size box to open a list of available type sizes.
7. Scroll through the list of available fonts, if necessary. Click the font you want to select it for the field text.
8. Click the style buttons (bold, italic, underline) you want. (When the button is depressed, the style is selected.)
9. Click the color you want for the text in the color palette to the right.
10. Select Hide Field Names if you want the names of the fields to be hidden on the chart.
11. Select Opaque Fields if you want the background of the fields to be opaque. If you want the fields to be transparent, leave Opaque Fields deselected.
12. Click OK. The field options remain in effect until you change them.

Related Topics
Dialog box information

Field Preferences Dialog Box

The Field Options pane of the Preferences dialog box contains the following:

Field Placement

Select the position of the data fields in relation to the shapes to which they are attached.

Font Selector

Click on the down arrow to drop down a menu of fonts and click on the font you want for the text in your data fields.

(Type) Size

Click on the down arrow to drop down a menu of type sizes and click on the size you want for the text in your data fields.

(Type) Style Buttons

Select Bold, Italic, or Underline styles as needed for the text in your data fields.

Hide Field Names

Select this option to hide the field names in the chart.

Opaque Fields

Select this option if you want the fields background to be opaque. This option is especially useful when the data fields are drawn on lines.

Hours Per Day

Enter the number of hours in a workday. This value is used when a field is converted between hours and days. The value can range from 1 to 24. For example, the value is used if you change the data field's format from hours to days or you link to a chart that displays data fields in a different format.

Days Per Week

Enter the number of days in a workweek. This value is used when a field is converted between days and weeks. The value can range from 1 to 7. For example, the value is used if you change the data fields format from days to weeks or you link to a chart that displays data fields in a different format.

Spelling Options

Language text box
Click on the down arrow to the right of the Language box to drop down a menu of available languages and select a language.

User Dictionary text box
Type the path and file name of the dictionary to be used for spell checking.

Ignore Words With Numbers
Select this option to ignore words with numbers during spell checking.

Related Topics
Procedure information

Choosing Spelling Options

1. Open the File menu and choose Preferences (or click the Options button in the Spelling dialog box).
2. If necessary, click the Spell Checking Options button. The Spell Checking Options pane of the Preferences dialog box appears.
3. Click on the down arrow to the right of the Language box to drop down a menu of available languages and select a language.
4. Type the path and file name of the dictionary to be used for spell checking.
5. Choose the Ignore Words With Numbers option to ignore words with numbers.
6. Click OK. The spelling options remain in effect until you change them.

Related Topics
Dialog box information

Protect Chart Command

Use the Protect Chart command in the File menu to protect your chart from unauthorized changes.

At times, you may want to prevent other people from entering field data into your chart. You can protect a chart by assigning it a password. No one is able to enter field data into it until the password is entered correctly. If the chart contains hidden data fields, they are hidden from view until the password is entered correctly.

You can use password protection to manage linked files. By assigning each person in a workgroup a different password, you can ensure that each person has access only to his or her own charts.

Related Topics

Dialog Box information
Procedure information
File menu

Protect Chart Dialog Box

Password text box
Type a password in the Password text box. The password is not case-sensitive. This means that uppercase and lowercase letters are considered to be the same. For example, **flowchrt** is recognized as the same password as **FlowChrt**. The password appears as a series of asterisks (****) as you type. This prevents unauthorized persons from viewing the password as you enter it.

Verify text box
Type the password again exactly as you typed it in the Password text box. This verifies that the password you typed was not typed incorrectly.

Note: If you want to remove password protection, the Unprotect Chart dialog box opens when you choose the Unprotect Chart command in the File menu.

Related Topics
    Command information
    Procedure information

Protecting a Chart

To protect a chart:

1. Open the File menu and choose Protect Chart. The Protect Chart dialog box opens.
2. Type a password. Press **Tab**.
3. Type the password again, exactly as before.
4. Click OK. The chart is protected from unauthorized changes.

If you open a chart that is protected, you receive a message reminding you that you have to enter the password before you can make changes to it.

To remove chart protection:

1. Open the File menu and choose Unprotect Chart. The Unprotect Chart dialog box opens.
2. Type the correct password.
3. Click OK. The chart is no longer protected.

If you enter the wrong password, ABC FlowCharter displays a message telling you that the password is incorrect. Click OK and enter the correct password. Click Cancel in the Unprotect Chart dialog box if you do not know the password. You can edit the chart after you enter the correct password.

Related Topics
    Command information
    Dialog Box information

Exit Command ⚠️

The Exit command in the File menu closes ABC FlowCharter. Use this command when you finish working with the program, or when you want to free memory to work in another program.

Related Topics
    Procedure information
    File menu

Closing ABC FlowCharter

To close ABC FlowCharter:

· Open the File menu and choose Exit, or press **Alt+F4**.

If any open chart has changed, and you did not save it before closing ABC FlowCharter, the Save Changes dialog box opens and requests that you select one of three choices: Yes, No, or Cancel.

· Click Yes to save changes to the current chart before closing ABC FlowCharter. If you have not saved the chart previously, the Save File dialog box opens. Type a name in the File Name text box and press **Enter**.
· Click No to discard the changes to the chart and close ABC FlowCharter.
· Click Cancel to cancel the Exit command and return to the active chart.

Related Topics
Command information

Import Command

The Import command in the File menu lets you import chart files created in EasyFlow versions 6.0 through 8.0 (file names ending with the EFS extension). ABC FlowCharter converts the EFS files to AF3 files when you import them.

After your EasyFlow files are converted to the new format, you can view, edit, print, and save them just like other ABC FlowCharter files.

Related Topics
> Dialog Box information
> Procedure information
> File menu

Importing EasyFlow Files

ABC FlowCharter lets you import the files you created with EasyFlow versions 6.0 through 8.0. Your EFS files are converted to AF3 files when you import them.

A single EasyFlow file may consist of one or more charts, while ABC FlowCharter stores each chart in an individual file.

To import and convert an EasyFlow file:

1. Open the File menu and choose Import. The <u>Import File dialog box</u> opens.
2. Choose the drive and directory that contain the EasyFlow file you want to import.
3. Select the file name in the Files list box. (Note that the EasyFlow format is selected by default in the File Type list box.)
4. Click OK. The <u>Convert EasyFlow File dialog box</u> opens. The dialog box lists the titles of the charts in the EasyFlow file.

Note: A suggested DOS file name appears next to each chart title. Because each chart in ABC FlowCharter is a separate file, each one must have a unique DOS file name. If you want to change the file name, select the chart title, type a new name in the New File Name text box, and click the Rename button.

5. Click OK. The <u>Choose EasyFlow Character Size dialog box</u> opens. The dialog box displays the character and point sizes available for conversion of the EasyFlow file.

Note: Because EasyFlow bases its placement of shapes, lines, and text on the size of a single character, you must choose a character size before conversion can begin. You also can choose whether the text will be a serif font or a sans serif font.

6. Select a size in the Character Size list box.
7. Click to select the Serif or Sans Serif option if you want to change the font type.
8. Click OK. ABC FlowCharter opens the EFS file and saves it as one or more AF3 files in the current directory.

Note: The conversion process is designed to duplicate the original appearance of the EasyFlow chart. However, there may be slight differences, such as the placement of text on lines. Use the Object Selector tool in ABC FlowCharter to select and reposition text on lines; use the Fit Shape button in the Text ribbon to fit the shapes to the text inside.

Choose EasyFlow Character Size Dialog Box

EasyFlow bases its placement of shapes, lines, and text on the size of a single text character. The placement of objects on the printed page is dependent upon how the printer is configured. Also, the type of font (serif or sans serif) is dependent on the printer configuration.

Since this type of printer information is not contained within an EasyFlow file, ABC FlowCharter must be given a character size to use to place and size all chart elements, as well as a font type for all chart text.

Character Size list box
Character sizes are listed by their characters per inch (cpi), lines per inch (lpi), and font point size. (A larger number of characters per inch means a smaller point size.) These sizes correspond to the sizes allowed in the printer configuration section of EasyFlow.

Click to select the character size you want ABC FlowCharter to use in the converted chart.

Font Type
Click to select the Serif or Sans Serif option, if necessary, for the font type you want in the chart.

Import File Dialog Box

File Name text box
Type the name of the file you want to import in the File Name text box.

Files list box
EasyFlow files have an EFS extension. The Files list box displays the file names in the current directory that have EFS extensions.

In the Files list box, type the first letter of a file name to move the cursor to the files beginning with that letter.

File Type list box
The File Type list box contains the import file format that ABC FlowCharter supports (EFS).

Directory list box
The Directory list box displays directories on the current drive. To see the file names in another directory, double click the directory name in the list box.

Drive list box
The Drive list box displays the available disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory list box.

Related Topics
    Command information
    Procedure information

Convert EasyFlow File Dialog Box

This dialog box lets you name the DOS file for each of the charts in an EasyFlow file.

Chart Title list box
The list box displays the titles of all the charts in the EasyFlow file. A suggested DOS file name appears beside each chart title.

New File Name text box
If you want to change a suggested file name, select the chart title in the list box and type a new name in the New File Name text box.

Rename button
Click the Rename button after you type a new file name for the selected chart.

Export Command

The Export command in the File menu lets you export a chart in Windows Metafile format (.WMF), which allows you to use the chart information in word processing, presentation, and other software programs.

Related Topics

Dialog Box information

Procedure information

File menu

Export Dialog Box

When you choose the Export command, the Export dialog box opens. This dialog box lets you name the exported chart file and select the drive and directory where you want to store it.

File Name text box
Type a name for the chart file in the File Name text box.

Files list box
The Files list box displays other WMF files stored in the current drive and directory.

File Type list box
The WMF file type is highlighted by default in the File Type list box.

Directory list box
Double click the name of the directory in which you want to store the exported chart file.

Drive list box
Click the down arrow to the right of the Drive list box to display the available drives. Click the drive in which you want to store the chart file.

Related Topics
    Command information
    Procedure information

Exporting a Chart

To export a chart:

1. Select the objects in the active chart that you want to export.
2. Open the Edit menu and choose Export. The Export dialog box opens.
3. Type the name of the file that will contain the exported chart information.
4. Choose the drive and directory where you want to save the file.
5. Click OK. The information about the selected objects is exported and saved in the file in Windows Metafile format.

Related Topics
Command information
Dialog Box information

Send Mail Command

The Send Mail command in the File menu creates an e-mail message with the current chart as an attachment. The command uses a MAPI e-mail system such as Microsoft Mail. After the message is created, you address the e-mail and create a message as you usually do.

Related Topics
File menu

Glossary

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A

Active window
Annotate
Attributes
Auto scroll

C

Cancel
Cascade
Check box
Clear
Click
Clipboard
Command
Compound document
Compound shape
Container application
Control menu
Control menu box
Control Panel

Active window

The window in which you are working. The active window appears in front of other windows and receives the next action. The color of the title bar in the active window distinguishes it from the other windows.

Attributes

The characteristics that define the appearance of an object. Shape attributes include its border color, width, and style; fill color and pattern; and shadow color and style. Line attributes include its color, width, and start and end styles.

Auto scroll

The ability of the window to scroll automatically when you drag the pointer beyond the borders of the ABC FlowCharter window.

Cancel

A button used to close a dialog box without completing the command. The **Esc** key also can be used to close a dialog box.

Cascade

A method of arranging open chart windows in which the windows overlap so that the title bar of each window is visible.

Check box

A small, square box that can be toggled on or off using the mouse. Check boxes frequently are used when you can select or deselect one or more options.

Clear

To delete selected objects from a chart using the Clear command in the Edit menu. When you use the Clear command, ABC FlowCharter does not place a copy of the objects in the Clipboard.

Click

To quickly press and release the left mouse button.

Clipboard

A temporary storage area for objects that are cut or copied from ABC FlowCharter or another Windows program.

Command

A word or phrase, usually found in a menu, that opens a dialog box or carries out an action.

Compound document

A file that contains information from two or more OLE-compatible software programs.

Control menu

A menu common to all windows. You use the Control menu to move, resize, minimize, maximize, or close an ABC FlowCharter window. You also can use the Control menu to go to the next ABC FlowCharter window.

Control menu box

The box, located in the upper-left corner of the window, that you click to open the Control menu or double click to close the window.

Control Panel

A Windows accessory for installing printers and fonts, setting up printers and ports, and choosing program options.

Copy

To place a copy of selected objects in the Clipboard using the Copy command in the Edit menu.

Cut

To remove selected objects from a chart and place a copy of them in the Clipboard using the Cut command in the Edit menu.

Deselect

To move the pointer away from an object and click the left mouse button. The handles on the object disappear, and commands, tools, and buttons no longer affect the object.

Dialog box

A window that opens when the program needs information from you before it can carry out an action.

Double click

To press and release the left mouse button twice rapidly without moving the mouse.

Drag

To point to an object with the mouse, press and hold the left mouse button, and move the mouse so that the object moves with the pointer across the screen.

Embedding

An option that lets you place an object in a file in another program. A graphic image of the object, as well as detailed information about its attributes and how to print it, is inserted into the file of the other program. By double clicking the object, you can open its original program and edit it.

Extension

The period and one to three characters at the end of a filename that identify the kind of information in the file. For example, the extension for ABC FlowCharter chart files is .AF3. The extension for template files is .AFT and the extension for workspace files is .AFW.

Font

A set of characters, including letters and numbers, that is all one size and style.

Handles

Square boxes that appear on the corners and sides of an object when the object is selected. You use the handles to resize the object.

Hint line

A one-line message at the bottom of the ABC FlowCharter window that gives you information about the tool or button beneath the arrow pointer or the highlighted command.

Icon

A small graphic symbol that represents a program or a file. For example, in ABC FlowCharter the chart windows can be minimized to appear as icons in the workspace.

Linking

An option that lets you connect an object to a file in another program. The file in the other program contains a graphic representation of the object and the path to the file that contains it. Changes made to the object in its original program also are reflected in the linked object.

Maximize and minimize boxes

The boxes, located in the upper-right corner of the screen, that you use to resize the window. Click the up arrow in the maximize box to enlarge the chart window. Click the down arrow in the minimize box to reduce the chart window to an icon. The frame around the window also is used to resize the chart window.

Menu

A list of commands organized under a name in the menu bar near the top of the ABC FlowCharter window. To open a menu, you click the menu name or press **Alt** and the letter underlined in the menu name.

Menu bar

The bar, located under the title bar of the ABC FlowCharter window, that contains the names of menus in the program.

Mouse

A manual device that you move across a flat surface to move the pointer on your screen. A mouse can have one or more buttons, which you press to carry out various actions.

Object

An element in a chart window, such as a shape, line, or text block. Objects can be placed in other programs using object linking and embedding (OLE).

Object Linking and Embedding (OLE)

The ability to share information among documents created in different programs. You can share charts, spreadsheets, text, drawings, sounds, video, and animation among OLE-compatible programs.

Page orientation

The position of the page on the screen. Portrait (vertical) orientation displays a page taller than it is wide. Landscape (horizontal) orientation displays a page wider than it is tall.

Page size

The dimensions of a page on the screen.

Paper size

The physical size of the paper in a printing device.

Paste

To place a copy of the objects in the Clipboard into the active chart window using the Paste command in the Edit menu.

Pixel

An individual dot on the screen or printed page. Pixels combine to form an image.

Point (noun)

A type measure equal to about 1/72 of an inch.

Point (verb)

To move the mouse until the pointer on the screen rests on the object you want.

Pointer

A graphic symbol on the screen that follows the movement of the mouse. The pointer is usually an arrow, but can change shape depending on the command or button you choose.

Press

To hold down the mouse button.

Print area

The area, as defined either by page size definitions or a printer, that can be printed.

Resize

To change the size of an object. Dragging a handle into an object makes it smaller; dragging a handle away from an object makes it larger.

Ribbon

The area across the top of the window that displays buttons associated with tools in the toolbox.

Scroll

To move through the chart window to see portions of the chart that cannot fit on the screen.

Scroll arrows

The arrows at the right side and bottom of the ABC FlowCharter window. Click a scroll arrow to scroll by a small amount vertically or horizontally across the chart. Press and hold the arrow to continue scrolling.

Scroll bars

The bars at the right side and bottom of the ABC FlowCharter window. Each scroll bar contains a scroll box and two scroll arrows. Click a scroll bar to move by one screen vertically or horizontally across the chart.

Scroll boxes

The small boxes at the right side and bottom of the ABC FlowCharter window. Scroll boxes show the position of the information in the window relative to the entire file. Drag a scroll box to move vertically or horizontally across the chart.

Select

To choose an object in the window by clicking it with the mouse. Handles appear on the object to indicate it is selected. After an object is selected, it can be edited using commands, tools, and buttons.

Shape Palette

A collection of shapes displayed in the ABC FlowCharter window. You use the shapes in the Shape Palette to place shapes in charts.

Text cursor

A blinking vertical bar that indicates where to begin entering or editing text.

Text style

An attribute applied to text, such as bold, italic, underline, and strike-out.

Tile

A method of arranging open chart windows in which the windows are side by side and a portion of each window is visible.

Title bar

The bar across the top of a window that contains the name of the window. The title bar also contains the Control menu box for the window and its minimize and maximize boxes.

Toggle

To alternately change from one state to another, such as on and off.

Toolbox

The vertical bar at the left side of the ABC FlowCharter window. The toolbox contains tools with which to select and resize objects, draw shapes and lines, type text, number shapes, and change the view.

Window

A rectangular area on the screen that displays the ABC FlowCharter program or a chart file. You can have several chart windows open at the same time. Each window has its own title bar.

Workspace

The area in ABC FlowCharter that displays the chart windows. You can save the arrangement of the windows in a workspace file.

Text block

Text that is independent of a shape, such as a chart title or legend. Text blocks are created using the Text tool in the toolbox.

Annotate

To add explanatory notes or comments to a chart.

Proportional

Having the same or a constant ratio. When you resize a shape proportionally, the shape height and width maintain a constant ratio relative to each other.

Compound shape

A shape created by combining two or more shapes in ABC FlowCharter.

Typeface

A set of characters, including letters and numbers, with the same design and weight.

Shape properties

Predefined characteristics of a shape, such as its name, size, and connect points. You can change shape properties using the Palette menu in the Shape Palette.

Container application

An OLE-compatible program that can accept a linked or embedded object from an OLE object application.

Object application

An OLE-compatible program that creates objects that can be linked to or embedded in a file in an OLE container application.

Guidelines Button

The Guidelines button displays and hides the vertical and horizontal guidelines placed in a chart. You can use guidelines to align shapes.

Related Topics

Procedure information
Aligning shapes to guidelines
Working with guidelines

Showing and Hiding Guidelines

You can choose to show or hide guidelines in your chart. When guidelines are hidden, they have no effect on the positioning of objects.

You may want to hide guidelines while moving objects close to (but not on) the guidelines to prevent the objects from snapping to them. When you show guidelines, all the guidelines you placed appear on the screen.

To show or hide all guidelines:

·   Click the Guidelines button at the bottom of the ABC FlowCharter window. The guidelines are displayed when the button is selected.

Related Topics
    Button information
    Aligning shapes to guidelines
    Working with guidelines

Working with Guidelines

You use guidelines to align objects. When you drag a shape near a guideline, the shapes sides and center snap into alignment with the guideline. Guidelines let you align shapes of different sizes and achieve an attractive, organized look.

Guidelines can be dragged from rulers and placed in a chart. If the <u>Align to Rulers option</u> is selected, guidelines snap to ruler positions. The guidelines do not appear in the printed chart.

To create a guideline:

1. Point to the horizontal or vertical ruler. The pointer changes to the Guideline pointer.
2. Press and hold the left mouse button, and drag the pointer into the chart. A light blue horizontal or vertical line representing the guideline is attached to the pointer.
3. Release the mouse button when the guideline appears where you want it. The guideline appears as a solid-colored line in the chart, extending across the entire width or height of the window.

To move a guideline:

1. Click the Object Selector tool in the toolbox.
2. Point to the guideline you want to move.
3. Press and hold the left mouse button, and drag the guideline where you want it.
4. Release the mouse button when you are finished.

To duplicate a guideline:

1. Click the Object Selector tool in the toolbox.
2. Point to the guideline you want to duplicate.
3. Press and hold **Shift**.
4. Press and hold the left mouse button, and drag the duplicate guideline where you want it.
5. Release **Shift** and the left mouse button.
6. Repeat steps 2 through 5 to create more guidelines.

To delete a guideline:

1. Click the Object Selector tool in the toolbox.
2. Point to the guideline you want to delete.
3. Press and hold the left mouse button. The pointer changes to the Guideline pointer.
4. Drag horizontal guidelines to the horizontal ruler; drag vertical guidelines to the vertical ruler.
5. Release the mouse button when the guideline pointer is positioned over the appropriate ruler.

Related Topics
    <u>Aligning shapes to guidelines</u>
    <u>Showing and hiding guidelines</u>

Aligning Shapes to Guidelines

When you drag a shape near a guideline, the sides and center of the shape snap into alignment with the guideline. Guidelines let you align shapes of different sizes to achieve an attractive, organized appearance.

To align a shape to a guideline:

1. Click the Guidelines button to display the guidelines you placed, if necessary.
2. Click the Object Selector tool in the toolbox.
3. Select the shape you want to align.
4. Point to the selected shape.
5. Press and hold the left mouse button, and drag the shape near the guideline. The shape snaps into alignment with the guideline.
6. Release the mouse button.

Note: If you drag more than one selected object, the selected object beneath the pointer snaps to the guideline.

Related Topics
Working with guidelines
Showing and hiding guidelines
Aligning a shape using Channel and Touch Alignment
Spacing and aligning multiple objects
Working with objects

Using On-line Help

On-line help messages provide detailed information about commands, dialog boxes, buttons, and tools; techniques for editing charts; and additional concepts specific to ABC FlowCharter and the Windows environment.

Accessing On-line Help
You can access help one of two ways. The first way involves pressing **F1** to access context-sensitive help. When you press **F1**, you receive a help message specific to the command, dialog box, button, or tool you choose or open.

The second way involves using the Help menu. The Help menu provides commands for using ABC FlowCharter efficiently. The commands give you access to the complete help system.

How Help Messages are Organized
Finding information in the ABC FlowCharter help system is easy; it is much like using a road map. It provides landmarks (related topics) and pointers (jump terms) to easily get you where you want to go.

Help messages are organized hierarchically. Topics are "linked" to subtopics by jump terms.

All ABC FlowCharter commands contain a Related Topics section that points you to additional information related to the following: topic information, dialog box information, and procedure information.

Command Messages
Command messages define and describe commands in ABC FlowCharter.

Dialog Box Messages
Dialog Box messages list and explain the areas of a dialog box.

Procedure Messages
Procedure messages contain step-by-step instructions for performing tasks.

Jump Terms
Some help messages contain underlined words and phrases called "jump" terms. A jump term takes you to a related message for that term. Jump terms let you move throughout the help system without returning to the Help menu.

Glossary Terms
Words underlined with a dashed line have definitions attached to them. To view a definition for a word, point to the word and click the left mouse button. After reading the definition, click the mouse button to close the definition.

Printing Help
You can print a help message using the Print Topic command in the File menu of the Help window.

Closing Help
You can close help and return to the chart window in one of three ways.
·   Double click the Control menu box in the Help window.
·   Choose the Exit command in the File menu of the Help window.
·   Choose the Close command in the Control menu of the Help window, or press **Alt+F4**.

ABC FlowCharter Help
Written and produced by Monte Williams, Robert Whitsitt, and Tony Mabes.

Index Button

The Index button opens and closes the <u>Index window</u>. The Index window displays a list of charts and shapes.

Related Topics
    <u>Index menu</u>
    <u>Collapse/Expand button</u>
    <u>Go To Entry button</u>

Index Window

You can display either a list of charts only or charts and shapes in the Index window. ABC FlowCharter lets you copy this information to the Clipboard, print it, and export it to a file using the commands in the Index menu.

You can use the index to examine shapes and the text inside them, as well as the link structure between charts. ABC FlowCharter also lets you use the index to find text in a shape and to open the chart that contains the shape.

Index information appears inside the Index window. You can edit charts while the Index window is open. If you add or renumber shapes in the chart, the list is updated automatically with the new information.

To display the Index window:

·   Click the Index button at the bottom of the ABC FlowCharter window. The Index window opens.

Related Topics
   Index menu
   Index button

Index Menu

The Index menu appears in the Index window. It contains commands you use to choose the charts and information you want to include in the index, choose index preferences, find text in charts, and copy or print the index information.

View	Lets you choose what to include in the index.
Find	Finds specified text in charts.
Copy	Copies the index.
Copy To	Exports the index to a text file.
Print	Prints the index.
Preferences	Sets index preferences.

Related Topics
Index button

View Command (Index Menu)

The View command in the Index menu opens a submenu of commands that let you choose what information to include in the index.

Related Topics

Charts and Shapes command
Charts Only command
Index menu

Charts And Shapes Command

Choose the Charts And Shapes command in the View submenu to display a list of charts in the chosen directory and their shapes. The shapes are listed in numerical order and organized by chart. The phrase is linked to -> appears after shapes linked to other charts and points to the linked chart. Linked chart information is indented. The list displays the number and text associated with each shape in the list.

Related Topics

    [Procedure information](#)
    [View command](#)

Charts Only Command

Choose the Charts Only command in the View submenu to list only the charts in the chosen directory. The charts are listed by name, and the chart links are displayed.

Related Topics
    Procedure information
    View command

Choosing Information to View

Use the commands in the View submenu to list the charts and their shapes or only the charts in the chosen directory.

To choose the information you want to view:

1. Open the Index menu in the Index window and choose View. The View submenu opens.
2. Choose Charts And Shapes or Charts Only. The items you selected are listed in the index.

Related Topics
    Charts and Shapes command
    Charts Only command

Copy Command (Index Menu)

The Copy command in the Index menu places a copy of the index information in the Clipboard.

ABC FlowCharter only copies the information currently displayed. For example, if you collapse a chart listing, the collapsed information is not copied.

The information copied to the Clipboard is formatted with tabs to indicate linked charts and the shapes inside charts.

Related Topics
Procedure information
Index menu

Copying Index Information to the Clipboard

You can copy index information to the Clipboard and then paste it into other applications, such as word processing and presentation programs.

To copy index information:

1. Display the information in the index you want to copy.
2. Open the Index menu in the Index window and choose Copy. The index information is copied to the Clipboard.

Related Topics
Command information

Copy To Command (Index Menu)

The Copy To command in the Index menu lets you export the index information to a text file.

This feature lets you use index information in reports and presentations created in word processing, presentation, and other applications.

The exported index information uses tabs to indicate shapes inside charts and linked charts. The exported information includes only the information in the window when you exported it. For example, if only chart information is displayed, then only chart information is exported.

Related Topics

Dialog Box information
Procedure information
Index menu

Copy Index To Dialog Box (Index Menu)

When you choose the Copy To command, the Copy Index To dialog box opens. Use this dialog box to choose where you want to store the index information.

Related Topics
    Command information
    Procedure information

Exporting Index Information

You can export index information to an ASCII text file, which you then can import into other programs.

To export index information:

1. Display the information in the index you want to export.
2. Open the Index menu in the Index window and choose Copy To. The Copy Index To dialog box opens.
3. Type a name for the file that will contain the information.
4. Choose the drive and directory where you want to store the file.
5. Click OK. The index information is saved in an ASCII text file.

Related Topics
    Command information
    Dialog Box information

Print Command (Index Menu)

The Print command in the Index menu prints the index to the current printer.

Related Topics
    [Dialog Box information](#)
    [Procedure information](#)
    [Index menu](#)

Print Index Dialog Box

The Print Index dialog box opens when you choose the Print command in the File menu, and lets you choose printing options.

Print to File option
Click Print to File if you want to send output to a file instead of a printer.

Copies area
Click the up or down arrow to choose the number of copies.

Setup button
Click the Setup button to open the Printer Setup dialog box.

Related Topics
    Command information
    Procedure information

Printing the Index

To print the index:

1. Display the information in the index you want to print.
2. Open the Index menu in the Index window and choose Print. The Print Index dialog box opens.
3. Choose the print options you want.
4. Click OK. The index is printed to the current printer.

Related Topics
    Command information
    Dialog Box information

Preferences Command (Index Menu)

The Preferences command in the Index menu lets you choose the directory that contains the charts you want to include in the index.

Related Topics
> [Dialog Box information](#)
> [Procedure information](#)
> [Index menu](#)

Index Preferences Dialog Box

When you choose the Preferences command, the Index Preferences dialog box opens. Use this dialog box to choose the appropriate directory and subdirectories, and to choose the font and size for index text.

Start at Current Directory
Click the Start at Current Directory button to include the chart files in the current directory.

Start at button
Click the Start at button to include the chart files in another directory. Type the pathname of the directory you want in the Start at text box or use the Browse button to locate the directory.

Search Subdirectories button
Click the Search Subdirectories button to include charts in the subdirectories in the chosen directory.

Browse button
Click the Browse button to locate the directory that contains the charts you want to include in the index.

To browse for a directory:

1. Click Start at.
2. Click the Browse button in the Index Preferences dialog box. A dialog box opens.
3. Choose the drive and directory that contains the charts you want.
4. Click OK. You return to the Index Preferences dialog box. The pathname of the selected directory appears in the Start at text box.

Font Selector

Click on the down arrow to drop down a menu of fonts and click on the font you want for the text in your index.

(Type) Size

Click on the down arrow to drop down a menu of type sizes and click on the size you want for the text in your index.

Related Topics
    Command information
    Procedure information

Using the Preferences Command in the Index

Use the Preferences command in the Index menu to choose the current directory or another directory and to include or exclude chart files in subdirectories.

To choose a directory:

1. Open the Index menu in the Index window and choose Preferences. The Index Preferences dialog box opens.
2. Click the Start at Current Directory button to include chart files in the current directory, or click the Start at button to include chart files in the directory named in the Start at text box.
3. Type the pathname of the directory you want or click the Browse button to choose the directory, if you selected the Start at option. Locate the directory and click OK, if you clicked the Browse button.
4. Click the Search Subdirectories check box to include charts in the subdirectories of the chosen directory. Click the check box again to exclude charts in the subdirectories.
5. Click OK to close the Index Preferences dialog box and list the charts in the chosen directory.

You can also use the Preferences command to choose the font and point size for the text displayed in the index. The chart names appear in bold type in the chosen font; shapes appear in normal type.

To choose the font and size for index text:

1. Open the Index menu in the Index window and choose Preferences. The Index Preferences dialog box opens.
2. Click the down arrow to the right of the Font text box and click the font you want.
3. Click the down arrow to the right of the Size text box and click the point size you want.
4. Click OK. The text in the index is changed to the font and size you selected.

Related Topics
    Command information
    Dialog Box information

Find Command (Index Menu)

The Find command in the Index menu lets you search for text in the shapes listed in the index and open the chart that contains the text.

Related Topics

Dialog Box information

Procedure information

Index menu

Find Dialog Box

When you choose the Find command, a dialog box opens. Use this dialog box to find the text you want and to display the shape in which the text appears.

Find text box
Type the text that you want to search for in the Find text box.

Whole Word option
Choose the Whole Word option to have ABC FlowCharter find only whole words with the text you typed in. For example, choose this option to find "overflow" and not "overflowing."

Match Upper/Lowercase option
Choose the Match Upper/Lowercase option to have ABC FlowCharter find only words that have a specific pattern of upper and lowercase letters. For example, choose this option to find "Overflow" and not "overflow."

Find Next button
Click the Find Next button to find the next instance of the text for which you are searching.

Found in area
The Found in area displays information about the chart or charts found. For example, the chart name, shape type, label name, and context of the text are displayed.

Open button
Click the Open button to automatically open the chart

Related Topics
    Command information
    Procedure information

Finding Text

Choose the Find command in the Index menu to search for any text, whole words only, and exact case matches. When ABC FlowCharter finds the text, information about the shape and chart that contain the text is displayed. You then can open the chart.

To find text in shapes in the index:

1. Display the charts in the index you want to search.
2. Open the Index menu in the Index window and choose Find. The Find dialog box opens.
3. Type the text you want to find in the Find text box.
4. Click the Whole Word check box to find text that matches all the characters in the Find text box. For example, if you search for process, this option finds Process but not processing.
5. Click the Match Upper/Lowercase check box to find text that exactly matches the case of the text in the Find What text box. For example, if you search for process, this option finds processing but not Process.
6. Click Find Next. ABC FlowCharter searches the shapes in the index. When the matching text is found, information about the chart and shape containing the text appears in the Find dialog box.
7. Repeat step 6 to find the next text match in the index.
8. Click Open to open the chart and display the shape containing the text.

Related Topics
    Command information
    Dialog Box information

Collapse/Expand Button

The Collapse/Expand button in the Index window collapses or expands the shape list in the selected chart.

When you collapse a chart, all the indented information (shapes and linked charts) associated with the level you choose is removed from view. If you are looking at the hierarchy of many linked charts, this feature lets you focus on certain parts of the index.

Related Topics
    Procedure information
    Index window

Expanding and Collapsing Information

Click the Collapse/Expand button in the Index window to expand and collapse the chart information in the index.

To collapse information:

1. Click the chart you want to collapse in the Index window.
2. Click the Collapse/Expand button in the Index ribbon or press **Enter**. The shape and linked chart information associated with the selected chart is hidden.

To expand information:

1. Click the chart you want to expand in the Index window.
2. Click the Collapse/Expand button in the Index ribbon or press **Enter**. The shape and linked chart information associated with the selected chart appears in the index.

Related Topics
    Command information

Go To Entry Button

The Go To Entry button in the Index window displays the selected chart or shape.

You can scan the index and go directly to the chart or shape you want. This feature is especially useful when working with many linked charts that contain numerous shapes.

Related Topics
Procedure information
Index window

Displaying Charts and Shapes Quickly

Click the Go To button in the Index window to quickly open charts and shapes.

To display a chart or shape:

1. Click the chart or shape you want in the Index window.
2. Click the Go To button in the Index ribbon. The selected chart or shape opens.

Double click the name of a chart to quickly open it.

If the chart you select already is open, the chart moves to the front to become the active chart window. When you open a shape, the selected shape appears in its chart window.

Related Topics
Button information

Working with Lines

Click an entry to learn more about it.

Choosing the Current Line Settings

ABC FlowCharter lets you choose the settings for new lines you draw in a chart.

These settings include the line style, end styles, the weight and color of lines, and the size and color of line ends. These current line settings appear in the Sample button in the Line ribbon.

To choose the current line settings:

1. Click the Line tool in the toolbox.

Note: Make sure that no lines are currently selected, or the changes you make will be applied only to the line that is selected, not new lines.

2. Choose the line style and weight, end styles and sizes, and the colors you want in the Line ribbon. The settings you choose appear in the Sample button in the ribbon.

Make sure you do not have a line selected when you change line settings. If you have a line selected, the changes will affect only the selected line, not new lines that you place.

Note: You also can choose a preferred line setting in the Preferred Line Settings menu.

Related Topics
  Working with lines

Choosing Line Styles

ABC FlowCharter provides a number of styles you can use for lines, including solid and dashed lines. You can use line styles to convey information about data flow in your chart. For example, line styles are commonly used in flowcharts to convey the following information.

Line Style	Meaning
Solid lines with arrows	Show data flow
Dashed lines	Represent multiple transitions and optional steps
Center lines	Heavier weight lines that represent enclosure outlines or draw attention to a specific chart element

Note: The default line style for dotted lines is hairline. You cannot draw a dotted line with a heavy line weight.

To choose a line style:

1. Click the Line tool in the toolbox.
2. Click the Line Style button in the ribbon. The Line Style menu opens.
3. Click the line style you want.

Related Topics
    Working with lines

Choosing End Styles

ABC FlowCharter lets you add end styles at the beginning and end of lines. You can use a different end style on each end of a line.

To choose line end styles:

1. Click the Line tool in the toolbox.
2. Click the Line Start or Line End button. A menu opens.
3. Click the line styles you want.

Related Topics
    Choosing the current line settings
    Choosing line styles
    Line tool options
    Working with lines

Choosing Line Weight and End Style Sizes

You can choose different line weights for each line and end style. Varying line weights can be used to distinguish data flows and to draw attention to certain transitions or data transfers in a chart.

To choose line weight and end style sizes:

1. Click the Line tool in the toolbox.
2. Select the Apply button beside the Line Style and/or Line End buttons, depending upon what you want to change. Press **Shift+**Click to select more than one Apply button.
3. Click the up arrow in the ribbon to increase the line weight/end style size; click the down arrow to decrease it. One (1) is the minimum; five (5) is the maximum.

Note: The default line weight for dotted lines is hairline. You cannot draw a dotted line with a heavier weight.

Related Topics
> Working with lines

Choosing Line and End Style Colors

ABC FlowCharter lets you choose different colors for each line and end style. To enhance your chart, you could use one color for all beginning line end styles and another for all ending line end styles.

To choose line and end style color:

1. Click the Line tool in the toolbox.
2. Select the Apply button beside the Line Style and/or Line End buttons, depending upon what you want to change. Press **Shift+**Click to select more than one Apply button.
3. Click the color you want in the ribbon.

Related Topics
 Working with lines

Connecting Shapes with Lines

You can use any of the five line routing buttons to connect shapes.

You can draw lines by either clicking or dragging. When you connect two shapes with a line, the end points of the line snap to the nearest connect points in the shapes.

To connect two shapes by clicking:

1. Click the Line tool in the toolbox.
2. Click the line routing button you want in the ribbon.
3. Point to the first shape and click the left mouse button. A solid line is attached to the pointer.
4. Move the pointer to the side of the first shape where you want the line to begin. Do *not* press the left mouse button as you move the pointer.
5. Move the pointer to the side of the second shape where you want the line to end.
6. Click the left mouse button. A line is drawn between the two shapes.

To connect two shapes by dragging:

1. Click the Line tool in the toolbox.
2. Click the line routing button you want in the ribbon.
3. Point inside the first shape, press and hold the left mouse button, then drag the pointer to the side of the first shape where you want the line to begin. A line traces the movement of the pointer.
4. Trace the path you want the line to follow.
5. Drag the pointer to the side of the second shape where you want the line to end.
6. Release the mouse button. A line is drawn between the two shapes.

Press the **Ctrl** key as you draw a line to prevent it from snapping to nearby shapes and lines. (Note, however, that in Ishikawa and Direct lines, the **Ctrl** key forces lines in 15-degree increments.)

Related Topics
  Choosing the current line settings
  Choosing line styles
  Connecting shapes with multi-segment lines
  Connecting lines
  Working with lines

Connecting Shapes with Multi-Segment Lines

You can connect two shapes with a direct line composed of more than one line segment. This feature lets you route lines around other objects in a chart.

To connect two shapes with multiple line segments:

1. Click the Line tool in the toolbox.
2. Click the Direct Line button in the ribbon.
3. Click inside the first shape. A line is attached to the pointer.
4. Move the pointer to the side of the first shape where you want the line to begin. Do *not* press the left mouse button as you move the pointer.
5. Move the pointer to a blank area in the chart and click the left mouse button.
6. Repeat step 5 to define additional line segments outside of the shapes.
7. Move the pointer to the side of the second shape where you want the line to end.
8. Click the left mouse button. A multi-segment line is drawn between the two shapes.

Note: To make a line segment snap at 45-degree angles as you draw it, press and hold **Shift** before you define the starting point of the segment. Release **Shift** before you define the next starting point to draw an unconstrained line. (The starting and ending points of the line still snap to connect points in shapes.)

Related Topics
Choosing the current line settings
Choosing line styles
Connecting lines
Connecting shapes with lines
Working with lines

Drawing Unconnected Lines

ABC FlowCharter lets you draw lines that are not connected to any objects in a chart.

This feature is useful if you want to draw a line to separate two branches in a chart.

To draw an unconnected line:

1. Click the Line tool in the toolbox.
2. Click the line button you want in the ribbon.
3. Point to where you want the unconnected line to begin, and click the left mouse button.
4. Point to where you want the line segment to end, and click the left mouse button.

Press the **Ctrl** key as you draw a line to prevent it from snapping to nearby shapes and lines. (Note, however, that in Ishikawa and Direct lines, the **Ctrl** key forces lines in 15-degree increments.)

Related Topics
Choosing the current line settings
Connecting Lines
Line tool
Working with lines

Showing and Hiding Nodes

You can choose to display or hide nodes on lines. Nodes appear where lines connect.

Nodes help you distinguish between connecting lines and lines that merely overlap. Nodes are represented by small, blue squares on lines.

To show and hide nodes:

1. Open the File menu and choose Preferences. The Preferences dialog box opens.
2. Click the Indicator Options button. The indicator options appear.
3. Click the Show Nodes on Lines check box to show nodes. Click the check box again to hide nodes.
4. Click OK. Nodes on lines are shown or hidden, depending upon your choice.

Related Topics
    <u>Connecting lines</u>
    <u>Working with lines</u>

Changing Line and End Styles

ABC FlowCharter lets you change the line and end styles of lines already in a chart.

You also can change the weight and color of lines and the sizes and colors of line ends.

To change line and end styles:

1. Select the lines you want to change.
2. Click the Line tool in the toolbox.
3. Choose the line style, weight, end styles, end sizes, and colors you want in the ribbon. The settings are applied to the selected lines.

Related Topics
    Working with lines

Adding Preferred Line Settings

As you create charts, you may find that you often reuse the same line settings. ABC FlowCharter lets you store these "preferred settings" in a menu.

The menu opens when you click the Sample button in the Line ribbon. Preferred line settings let you use multiple settings at one time.

To add a preferred line setting:

1. Click the Line tool in the toolbox.
2. Choose the line style, weight, end styles, end sizes, and colors you want in the ribbon.
3. Click the Add Setting button in the ribbon. The line settings are stored as a single item in the Preferred Line Settings menu.

Note: You can add preferred line settings to the menu with or without a line selected in the chart. If multiple lines are selected and they have conflicting attributes, the Add Setting button is gray.

Related Topics
Choosing preferred line settings
Deleting preferred line settings
Working with lines

Choosing Preferred Line Settings

You use the Preferred Line Settings menu to choose the preferred setting you want for lines. If you select a line before you choose a preferred line setting, the preferred setting is applied to the selected line.

To choose a preferred line setting:

1. Select the line to which you want to apply the setting.
2. Click the Line tool in the toolbox.
3. Click the Sample button in the ribbon. The Preferred Line Settings menu opens.
4. Click the preferred line setting you want. The setting is applied to the selected line.

If no line is selected, the preferred setting appears in the Sample button and is used as the current line setting.

Related Topics
    Adding preferred line settings
    Deleting preferred line settings
    Working with lines

Deleting Preferred Line Settings

You can delete a preferred line setting when you no longer need it and want to make room for another.

To delete a preferred line setting:

1. Make sure that no lines are currently selected.
2. Click the Line tool in the toolbox.
3. Choose the preferred line setting you want to delete from the Preferred Line Settings menu. The setting appears in the Sample button.
4. Click the Delete Setting button in the ribbon. The setting is removed from the Preferred Line Settings menu.

Related Topics
Adding preferred line settings
Choosing preferred line settings
Working with lines

Adding Text to a Line

ABC FlowCharter lets you add text to lines in a chart.

Text on lines can describe the flow of information and relationships between connected shapes. You can choose the font, size, style, and color for one or more characters in the text. When you move a line, the attached text moves with it.

To add text to a line:

1. Click the Text tool in the toolbox.
2. Click the line to which you want to add text.
3. Type the text you want. The text appears on the selected line.

If the text you type exceeds the space in the text rectangle, you can resize the text rectangle as you would a shape.

Related Topics
    Working with lines

Bézier Curves

Using Bézier curves, you can reshape symbols with more precision than reshaping with points alone. While most shapes that can be created with Bézier reshaping can also be created with other techniques, those techniques can be more time-consuming, and may create far more complicated symbols that use more memory.

When reshaping Bézier curves, points on a symbol are called anchor points because of their relationship with their associated control points.

Related Topics
    Using control points
    Reshaping with control points
    Working with lines

Using Control Points

The control points on a Bézier curve control the angle of the curve as it leaves its anchor point. Control points affect both the direction and the distance that the curve travels to the next anchor point. You can use control points to reshape any selected symbol by choosing the Reshape Bézier button.

When an anchor point is common to two Bézier curves, it has two control points. Dragging either of these control points ordinarily moves both control points and maintains the smoothness of the curve.

Related Topics
    Reshaping with control points
    Working with lines

Reshaping with Control Points

Click the Object Selector tool in the ribbon to reshape using control points.

To reshape a line with control points:

1. Select the curved line you want to reshape. The line displays anchor points and control points.
2. Click the Object Selector tool in the toolbox.
3. Move the pointer to a control point. The pointer shows a handle, and a direction line appears between the control point and the associated anchor point.
4. Drag the control point to adjust the curve.
5. Repeat steps 3 and 4 to continue reshaping.
6. Click the left mouse button to finish reshaping the line.

Related Topics
    Using control points
    Working with lines

Line Tool

Use the Line tool to connect shapes with different types of lines and to choose line styles and arrows.

You can use lines to show data and sequence flows and control transfers in charts.

Arrows and other line end styles can represent the direction of data flow, as well as transitions and relationships between steps. When you connect shapes with a line and then move the shapes, the line stays attached to the shapes.

ABC FlowCharter also lets you add text to lines. You can use text to identify the relationship between steps or simply to label the lines.

Related Topics
Line tool options
Direct Line button
Right-Angle Line button
Curved Line button
Org Line button
Cause and Effect button
Using lines

Line Tool Options

When the Line tool is selected, the ribbon displays a set of buttons specific to this tool.

Add Preferred Settings button

The Add Preferred Settings button adds the settings currently selected for the tool to the Preferred Line Settings menu.

Delete Preferred Settings button

The Delete Preferred Settings button deletes the selected item from the Preferred Line Settings menu.

Line Sample button

The Line Sample button shows the current settings for lines, including the line and arrow styles, widths, and colors. The settings are applied to the next line you draw. When you click the Line Sample button, the Preferred Line Settings menu opens. Use this menu to choose settings you have saved and want to apply to new or existing lines.

Apply buttons

An Apply button appears beside the Line Start, Line Style, and Line End buttons. When the Apply button is selected, your width and color selections are applied to this option.

Line Start button

The Line Start button lets you assign an end style to the starting point of lines. When you click the Line Start button, the Line Start menu opens. The menu contains the end style options for the starting points of lines.

Line Style button

The Line Style button lets you choose from several line styles, such as solid and dotted. When you click the Line Style button, the Line Style menu opens. The menu contains the line style options for lines.

Line End button

The Line End button lets you assign an end style to the ending point of lines. When you click the Line End button, the Line End menu opens. The menu contains the end style options for the ending points of lines.

Line Ribbon Colors
The Line Ribbon Colors can be applied to lines and line endings. The color you choose is applied to the options you selected using the Apply buttons. When you double click a color, the Color dialog box opens. Use this dialog box to choose a basic color or define a custom color.

Line Type buttons
The Line Type buttons let you choose the type of lines you want to draw.

- · Direct Line
- · Right-Angle Line
- · Curved Line

·   Org Line
·   Cause and Effect Line

Related Topics
Direct Line button
Right-Angle Line button
Curved Line button
Org Line button
Cause and Effect button
Using lines
Line tool

Direct Line Button

The Direct Line button in the Line ribbon lets you draw direct (straight) lines in a chart, allowing you to draw a horizontal, vertical, or diagonal line from one shape to another. You also can use the Direct Line button to create multi-segment lines.

Related Topics
    Procedure information
    Connecting shapes with multi-segment lines
    Line tool

Curved Line Button

The Curved Line button in the Line ribbon lets you draw curved lines in a chart. Some data flow diagrams use curved lines to connect shapes.

Related Topics

Procedure information
Connecting shapes with multi-segment lines
Reshaping curved lines
Line tool

Right-Angle Line Button

The Right-Angle Line button in the Line ribbon lets you create multi-segment, right-angle lines. Right-angle lines often are used because they fit easily between rows and columns of shapes, whereas direct and curved lines may pass through unrelated shapes.

Related Topics
    <u>Procedure information</u>
    <u>Connecting shapes with multi-segment lines</u>
    <u>Line tool</u>

Connecting Lines

You can connect a new line to an existing line in a chart.

When you move a line that is connected to other lines, the connected lines move as well.

Note: You cannot disconnect connected lines.

To connect lines:

1. Click the Line tool in the toolbox.
2. Click the line routing button you want in the ribbon.
3. Point to the line to which you want to connect the new line, and click the left mouse button.
4. Point to where you want the new line segment to end, and click the left mouse button.

Note: You must place the end point of the new line directly on top of the first line while starting the new line.

5. Repeat step 4 to draw additional line segments.
6. Double click the left mouse button to end the line. The new line is connected to the existing line in the chart.

If the Show Nodes on Lines option is selected in the Preferences dialog box, a node (filled circle) appears at the point where two lines are connected.

Related Topics
 Direct Line button
 Right-Angle Line button
 Curved Line button
 Org Line button
 Cause and Effect button
 Reshaping curved lines

Org Line Button

You can create organization charts using the Org Line button in the Line ribbon. This button automatically draws a three-segment line. When multiple lines exit a shape at the same connect point, the second segments always align. Dragging the handle on any of the second segments drags all of them.

Organization lines can exit a shape in any direction; therefore, you can create family trees, reverse hierarchies, and tree charts in any direction.

Related Topics
    Creating an organization chart
    Line tool

Creating an Organization Chart

To create an organization chart:

1. Open the File menu and choose New.
2. Click the Line tool in the toolbox, and click the Org Line button at the far right of the ribbon.
3. Click the Line End button in the ribbon, and click the first end style in the menu (no arrow).
4. Click the Number tool in the toolbox, and deselect the Show Number button in the ribbon.
5. Click the first shape (Process) in the Shape Palette, and click in the chart window to place the top shape.
6. Press and hold the left mouse button, and drag the pointer straight down out of the top shape. The blue connecting line should align with the bottom-middle reference mark on the shape.
7. Release the mouse button to place the connected shape immediately below the top shape.
8. Point again inside the top shape.
9. Press and hold the left mouse button, and drag another shape straight down until it is directly over the shape below. Continue pressing the mouse button.
10. Drag the new shape to the right. This shape aligns to the second shape you placed.
11. Release the mouse button to place the new shape to the right of the second shape.
12. Repeat steps 8 through 11 to place a connected shape at the left on the row.

Related Topics
Org Line button
Line tool

Cause and Effect Button

↠

The Cause and Effect button in the Line ribbon lets you create cause-and-effect diagrams (also called Ishikawa or fishbone diagrams). This button automatically draws cause and sub-cause lines that are constrained to a 15-degree angle. Lines can be snapped to shapes. Sub-cause lines (also called factor lines) can be snapped to cause lines. Several levels of sub-cause lines can be added to the diagram. Each cause-and-effect line has a text block automatically attached to its end.

Related Topics
Procedure information
Line tool

Creating a Cause and Effect Diagram

To create a cause and effect diagram from a template:

1. Open the File menu and choose New From Template.
2. Double click the file CAUSEFF.AFT in the Samples subdirectory. A chart window with a sample fishbone diagram opens.
3. Click the Object Selector tool.
4. Scroll to the Effect shape on the right side of the diagram.
5. Click the Effect shape and type a new effect label for your chart. The typing replaces the word Effect.
6. Click a Cause shape and type a new cause label for your chart. The typing replaces the word Cause.
7. Click on the line for a sub-cause and type a new sub-cause label for your chart.
8. Repeat steps 6 and 7 for the reminder of the causes and sub-causes for your chart.
9. To move a line, drag from the center of the line. The label follows the line.
10. To duplicate a line, press **Shift+** drag an existing line.
11. To delete the How-To Hints shape, select it and press **Del**.
12. To delete unused cause and sub-cause lines, select the line and press **Del**.
13. To draw a new cause or sub-cause line, click on the Text tool and select the Cause and Effect button. Click on the line to which the new line will be attached. Click where the line ends. Type a cause or sub-cause.

Related Topics
    Cause and Effect button

Messages and Solutions

A

ABC Automation Type Information incomplete in (table). Call Technical Support.
ABC FlowCharter cannot edit the (filename).
ABC FlowCharter cannot find (program). Check the path stored in the ABC.INI.
ABC FlowCharter is already running.
ABC FlowCharter is unable to open this file.
A file error occurred while checking spelling in the chart.
A memory error occurred while checking spelling in chart.
An error occurred while accessing the spelling dictionary.
An error occurred while accessing the user spelling dictionary.
An error occurred while checking spelling in the chart.
An error occurred while initializing the selected spell checking language.
An error occurred while initializing the spell checking system.
An error occurred while saving the user dictionary. Words added in this session have not been saved.

C

Cannot break link.
Cannot create file.
Cannot create OLE object.
Cannot create the (program name) OLE object.
Cannot delete last connect point.
Cannot edit multiple text objects.
Cannot find linked chart. Would you like to re-link?
Cannot insert an ABC FlowCharter file.
Cannot insert object.
Cannot locate (filename) to launch.
Cannot obtain the data for the (filename) link.
Cannot open a shape palette required to convert this chart. This chart will be skipped.
Cannot open (chart name). ABC cannot find the required external application (program name). Make sure (program name) is in the Windows System directory or in the DOS path and try to open (chart name) again.
Cannot open (chart name). There is not enough memory to run the required external application (program name). Quit one or more Windows applications and then try to open (chart name) again.
Cannot open Clipboard.
Cannot open file.
Cannot open temporary file.
Cannot paste. Number of characters must be less than 10,000.
Cannot print.
Cannot read drive.
Cannot register ABC Automation VBX event. The event (event) is not supported. Check spelling.
Cannot register the (event) ABC Automation VBX event.
Cannot register the (event) ABC Automation VBX event. There is a conflict between the running (program1_name) program and the (program2_name) program trying to register with ABC Automation. Close (program1_name) before running (program2_name) again.
Cannot remove last shape palette.
Cannot run ABC FlowCharter.
Cannot save to an open chart.
Cannot save to that name. Chart was opened as Read-Only.
Cannot send ABC Automation VBX event. The running ABC Automation VBX is the wrong version.
Cannot space shapes. Resulting chart would exceed 100 inches.
Cannot space shapes. Resulting chart would exceed 254 centimeters.
Cannot undo a Break Link. Do you want to permanently convert selected items to static pictures?
Cannot update link. Either the Source File, Item, or Server associated with the object is not available.
Can't find ABC Automation Type Information. Make sure (table) is in the same directory as ABC.EXE.
Can't read (value) as (field type). Re-enter the data in this format.
Can't read (value) as a date. Enter a date as month/day, month/year, month/day/year or in (time) format.
Can't read (value) as a number. Enter a number for this field.
Can't read (value) as a percentage. Enter a number for this field.
Can't read (value) as currency. Enter a number for this field.
Can't read (value) as days. Enter a number for this field.
Can't read (value) as hours. Enter a number for this field.
Can't read (value) as hours. Enter a number of hours, or a time in (time) format.
Can't read (value) as minutes. Enter a number for this field.
Can't read (value) as minutes. Enter a number of minutes, or a time in (time) format.
Can't read (value) as seconds. Enter a number for this field.
Can't read (value) as TMUs. Enter a number for this field.
Can't read (value) as weeks. Enter a number for this field.
Chart is already open. Revert to saved version?
(Chart name) has special optional behavior in an external application called (program name). There is not enough memory to run (program name). If you wish to run it, close (chart name). Then, quit one or more Windows applications and open (chart name) again.

(Chart name) has special optional behavior in an external application called (program name). ABC cannot find (program name). If you wish to run it, close (chart name). Then, make sure (program name) is in your Windows System directory or in the DOS path and open (chart name) again.

D

Drive does not exist. Please make sure the correct drive is given.

E

Ending page not within range.

F

Failed to change link source update type.
Failed to get source of the link!
Failed to get update option of the link!
File (filename) does not exist.
(Filename) is a protected file.
(Filename) is a read-only file. You will not be able to save changes to the file. Open file?
(Filename) is already open. Please select another filename, or close the chart and try again.
(Filename) is not a valid template file.
(Filename) is not a valid workspace file.
Font size must be an integer between 4 and 72.

I

Icon size must be between 15 and 50 pixels.
Incorrect password.
Invalid margins. Usable page area must be greater than 1 square inch.
Invalid margins. Usable page area must be greater than 2.54 square centimeters.
Invalid spacing value.

L

Line spacing must be between .0625 and 10 inches.
Line spacing must be between .159 and 25.4 centimeters.
Link source invalid. Do you want to correct it?

M

Master item range set to first page only. Master item(s) relocated to page one.

N

New filename must be unique.
New palette filename must be unique and must not already exist.
Not a valid filename.
Not a valid page range.
Not enough disk space. Please delete files or use a different drive.
Not enough disk space to print.
Not enough memory.
Not enough memory to create new chart.
Not enough memory to print.
Not enough memory to run ABC FlowCharter.
Not enough memory to run (program). Quit one or more Windows applications and then try again.
Number of copies must be between 1 and 99.
Number of line preferences cannot exceed 10.
Number of line segments cannot exceed 64.
Number of shape preferences cannot exceed 10.
Number of text preferences cannot exceed 10.

O

OLE 2.0 DLLs too old. Reinstall ABC FlowCharter.

P

Page dimensions must be between 1 and 100 inches.
Page dimensions must be between 2.54 and 254 centimeters.
Page size exceeds paper size. Please check page setup.
Paper and page orientations are different. Please check printer setup.

Please set the "PalettePath" entry in the ABC.INI to a directory with write access.

S

Save changes in (chart name)?

Shape exceeds chart boundaries. Reduce size.

Shape is too large to paste. Shape data must be less than 64K.

Shape size must be between .0625 and 10 inches.

Shape size must be between .159 and 25.4 centimeters.

Some open charts of type (type) have special optional behavior in an external application called (program name). (Program name) is shutting down. Do you want to close these charts now?

Some open charts of type (type) have special required behavior contained in an external application called (program name). (Program name) is shutting down. These charts will now close.

Some pasted shapes contain numbers that are already used in this chart.

Spell check completed in chart.

Starting page not within range.

T

Text not found.

The chart (filename) is protected. Cannot group and link to a protected chart.

The Clipboard is empty.

The document name or path is not valid. (File or path name)

The file already exists. Would you like to replace it?

The file does not exist. Please make sure the correct file is given.

The file name is invalid.

The filename (filename) is not valid.

The path does not exist. Please make sure the correct path is given.

There are no icons in (filename).

This chart does not appear to be a valid EasyFlow version 6.0 - 8.0 chart. This chart will be skipped.

This chart includes OLE objects which cannot be saved in ABC 2.0 charts. Do you wish to convert the OLE objects to display-only shapes in the ABC 2.0 chart?

This command is not available in demo version.

This file could not be found. (Filename)

This file does not appear to be a valid EasyFlow version 6.0 - 8.0 file.

This file is in use by another user. Please choose another file name.

This file is in use by another user. Would you like to open it as a read-only file?

This file is not a chart.

This object has been changed. Update (object) before proceeding?

Too many different shapes in chart.

Too many open charts. Please close a chart before continuing.

U

Unable to install palette.

Unable to launch (filename).

Unable to load ABC Automation Type Information. (Table) is the wrong version. Reinstall.

Unable to match printer. Printer driver could not supply page orientation.

Unable to match printer. Printer driver could not supply paper size.

Unable to open file (filename). Access denied.

Unable to open file (filename). General failure.

Unable to open file (filename). Sharing violation.

Unable to read shape palette file.

Unable to update shape palette on disk.

V

Value entered is out of range. Enter a value between [value] and [value].

Y

You are making permanent changes to the chart's field setup.

You cannot group and link a chart to itself.

You cannot launch (filename) from (filename).

You cannot link a chart to itself.

You do not have access rights to this file.
You must save a chart before you can link to it. Would you like to save?

ABC FlowCharter is already running.

You are trying to open ABC FlowCharter, and it is already open.

Click OK and use the copy of ABC FlowCharter that is open.

ABC FlowCharter is unable to open this file.

The file format has been altered or corrupted, or you are trying to open a file that is not an accepted file format.

Load your backup copy of the file and try again, or try another file.

Cannot create file. Please make certain you have access rights to this directory.

You cannot write to the directory to which you are trying to save the file.

The directory may be on a network that you do not have write access to. The directory may be on a device that is read only, such as a CD-ROM. In some cases, there may be too many files or programs open. In that case, close unneeded applications and files and try again.

This error can occur any time you are creating a new file, including by linking to a new file.

Cannot delete last connect point.

You are trying to delete all connect points or the last connect point.

Deselect a connect point and try again.

Cannot edit multiple text objects.

You have selected more than one text object and have pressed F2 to edit the text.

Click OK to continue, then make sure you have only one text object selected to edit.

Cannot find linked chart. Would you like to re-link?

You have deleted a file that contained a linked object, and are trying to open that file.

Click Yes to establish a new link.

Cannot open Clipboard.

Another program is not allowing access to the Clipboard.

Close other open programs that may be controlling the Clipboard.

Cannot open file.

The filename you typed does not exist in the specified directory. You also may be trying to open a linked file.

Check to see if you typed the filename correctly and if you are using the correct drive and directory. Your system also may be low on memory; therefore, close one or more open files and programs and try again.

Cannot open temporary file.

There is not enough room on your disk to open a temporary file.

Delete any unnecessary files or directories from your disk.

Cannot paste. Number of characters must be less than 10,000.

You are trying to paste a block of text that is too large.

Click OK. Delete some text and try again, or copy and paste the text in several smaller blocks.

Cannot print.

ABC FlowCharter is unable to print the chart.

Be sure the printer paper is properly installed and the printer is connected and turned on.

Cannot read drive.

You may be trying to read a diskette that is not inserted in the drive properly or is not formatted.

Check to see if the diskette is in the correct drive and the drive door is closed. Also, confirm that the diskette is formatted.

Cannot remove last shape palette.

You are trying to delete a shape palette, and it is the only remaining shape palette.

Click OK to continue.

Cannot run ABC FlowCharter.

ABC FlowCharter is unable to run the Clipboard or Control Panel programs.

Be sure the CLIPBRD.EXE or CONTROL.EXE program files are in the ABC FlowCharter directory and the path is set to the directory where they are located.

Cannot save to that name. Chart was opened as Read-Only.

You are trying to save a file that is read-only, which means you are not allowed to save changes to it.

Type a different filename or save the file in another directory. The original file will not be changed or erased.

Cannot space shapes. Resulting chart would exceed 100 inches.

You have specified a spacing amount that would cause the shapes to be placed beyond the physical limits of the chart.

Reduce the shape spacing or move the shapes so that they will fit within the spacing you set.

Cannot space shapes. Resulting chart would exceed 254 centimeters.

You have specified a spacing amount that would cause the shapes to be placed beyond the physical limits of the chart.

Reduce the shape spacing or move the shapes so that they will fit within the spacing you set.

Chart is already open. Revert to saved version?

You are trying to open a file that is currently open.

Click Yes to open the file that is saved on disk, click No to keep the copy currently on the screen, or click Cancel to cancel the operation.

Note: If you click Yes, the changes you have made to the file since saving it last will be discarded.

Drive does not exist. Please make sure the correct drive is given.

You have typed a drive that does not exist or is not available.

Check to see if you typed the correct drive and if you have access to that drive.

New palette filename must be unique and must not already exist.

You are trying to add a shape palette that already exists.

Type a new name for the shape palette you want to add.

Ending page not within range.

The last page you are trying to print is greater than the last page in the chart.

Check the number of pages in the chart by clicking the View tool and the Used Pages button. Then select the last page in the chart.

(Filename) is a read-only file. You will not be able to save changes to the file. Open file?

You are trying to open a file that is read-only.

Click OK to open the file. You cannot save changes to the file using the current filename and directory. If you want to save changes, give the file a new name or store it in another directory.

(Filename) is not a valid template file.

The file you are trying to open is not a template file.

Select a different file type in the Open File dialog box and try again.

(Filename) is not a valid workspace file.

The file you are trying to open is not a workspace file.

Select a different file type in the Open File dialog box and try again.

Font size must be an integer between 4 and 72.

You have typed an invalid font size or entered a non-numeric character.

Type a number between 4 and 72.

Icon size must be between 15 and 50 pixels.

You have typed an invalid shape button size.

Type a number between 15 and 50.

Incorrect password.

The password you have typed does not match the password of the protected document.

Type the correct password and try again.

Invalid margins. Usable page area must be greater than 1 square inch.

The margins you have selected leave a usable page area that is too small.

Select margins that leave a page area of at least 1 square inch.

Invalid margins. Usable page area must be greater than 2.54 square centimeters.

The margins you have selected leave a usable page area that is too small.

Select margins that leave a page area of at least 2.54 square centimeters.

Invalid spacing value.

You have typed a number that is too large.

Type a number that is smaller than 100 inches or 254 centimeters.

Line spacing must be between .0625 and 10 inches.

You have typed a number that is not valid.

Type a number between .0625 and 10.

Line spacing must be between .159 and 25.4 centimeters.

You have typed a number that is not valid.

Type a number between .159 and 25.4.

Master Item range set to first page only. Master Item(s) relocated to page one.

You have tried to move a master item that is set to the first page only.

Leave the master item on the first page, or choose the All Pages option in the Master Items dialog box.

Not a valid filename.

The name you typed does not fit the requirements for filenames.

Be sure you have typed the correct filename. It can be up to eight characters in length, with up to three additional characters in the extension. It can start with a letter or number, but cannot contain spaces.

See your Windows or MS-DOS documentation for more information about filenames.

Not a valid page range.

You are trying to print a page range that is invalid. For example, you may have typed page 5 to page 3 as the range.

Check the page range you typed or type a new one.

Not enough disk space. Please delete files or use a different drive.

You have tried to save a file or carry out an action that requires more space than is available on disk.

Select another drive, insert a different diskette, or delete any unnecessary files and directories from the current drive or diskette.

Not enough disk space to print.

There is not enough space available on your disk to complete the print job.

Delete any unnecessary files and directories from the disk and try again.

Not enough memory.

You have carried out an action that requires more memory than is available. This error message may occur while you are trying to open a linked chart file.

Close one or more open files and programs and try again.

Not enough memory to create new chart.

Creating this new chart requires more memory than is available.

Close one or more open files and programs and try again.

Not enough memory to print.

The print job requires more memory than is available.

Close one or more open files and programs and try again.

Note: Be sure to save the file first.

Not enough memory to run ABC FlowCharter.

Opening ABC FlowCharter requires more memory than is available.

Close one or more open files and programs and try again.

Number of copies must be between 1 and 99.

You have typed an invalid number of copies to be printed.

Type a number between 1 and 99 and try again.

Number of line preferences cannot exceed 10.

You are trying to add more than 10 line styles to the Preferred Settings menu.

Delete a line style and try again.

Number of line segments cannot exceed 64.

The number of segments in a multi-segment line has exceeded 64 line segments.

You can continue the line by starting a new line where the old line ends.

Number of shape preferences cannot exceed 10.

You are trying to add more than 10 shape styles to the Preferred Settings menu.

Delete a shape style and try again.

Number of text preferences cannot exceed 10.

You are trying to add more than 10 text styles to the Preferred Settings menu.

Delete a text style and try again.

Page dimensions must be between 1 and 100 inches.

The page dimensions you have selected are not valid.

Type page dimensions between 1 and 100 inches.

Page dimensions must be between 2.54 and 254 centimeters.

The page dimensions you have selected are not valid.

Type page dimensions between 2.54 and 254.0 centimeters.

Page size exceeds paper size. Please check page setup.

The page size of your chart is larger than the paper specified for your printer.

Use the Page Layout dialog box to reduce the page size, or use a larger paper size in your printer. If you use a larger paper size, you will have to change the printer setting with the Printer Setup command.

Paper and page orientations are different. Please check printer setup.

The paper and page orientations set for your printer and those specified in the Page Layout dialog box do not match. For example, you may have set up your page for landscape mode, but your printer is in portrait mode.

Click Yes if you want to let ABC FlowCharter set the printer to the correct mode. ABC FlowCharter will set the printer back to the previous mode after printing is completed. Click No to cancel the print job.

Save changes in (chart name)?

Changes have been made to the chart that have not been saved.

Click Yes to save the changes. Click No to discard the changes. Click Cancel to stop the operation and return to the chart.

Shape exceeds chart boundaries. Reduce size.

You have typed a size value that would cause the selected shape to be placed outside the chart boundaries.

Reduce the shape size or move the shape so that it will fit on the page.

Shape is too large to paste. Shape data must be less than 64K.

The shape you are trying to paste is too large.

Reduce the size of the shape to less than 64K and try again.

Shape size must be between .0625 and 10 inches.

You have tried to draw a shape that is too large or too small.

Redraw the shape so that it is larger than .0625 inches wide and tall, but no larger than 10 inches wide and tall.

Shape must be between .159 and 25.4 centimeters.

You have tried to draw a shape that is too large or too small.

Redraw the shape so that it is larger than .159 centimeters wide and tall, but no larger than 25.4 centimeters wide and tall.

Starting page not within range.

The first page you are trying to print is not within the number of pages in the chart.

Check the number of pages in the chart by clicking the View tool and the Used Pages button. Then select a page within the chart as the starting page.

Text not found.

The text you are searching for cannot be found in the charts or notes in the document.

Check to see if you have typed the text correctly or if you have selected the Match Upper/Lowercase option in the Find dialog box. Then repeat the search.

The Clipboard is empty.

Nothing has been copied or cut to the Clipboard.

Try copying or cutting items to the Clipboard again.

The file already exists. Would you like to replace it?

The filename you are using to save the file already exists.

Click Yes to replace the existing file or No to type a different filename.

The file does not exist. Please make sure the correct file is given.

The file you are trying to open does not exist.

Try typing the filename again.

The path does not exist. Please make sure the correct path is given.

You are trying to open a file using a drive or directory that does not exist or is not available.

Check to see if you typed the correct path and if you have access to the specified drive and directory.

This file is in use by another user. Would you like to open it as a read-only file?

You are trying to open a file that is read-only or currently in use.

Click OK to open the file. You cannot save changes to the file using the current filename and directory. If you want to save changes, give the file a new name or store it in another directory.

The filename is invalid. Please make sure the correct filename is given.

The name you typed does not fit the requirements for filenames.

Be sure you have typed the correct filename. It can be up to eight characters in length, with up to three additional characters in the extension. It can start with a letter or number, but cannot contain spaces.

See your Windows or MS-DOS documentation for more information about filenames.

This file is not a chart.

The file you are trying to open is not the type you specified. You also may have tried to link an ABC FlowCharter shape to a file that is not a valid ABC FlowCharter file.

Select a different file type in the Open File dialog box and try again. If you are setting a link to a shape, make sure the file you select was created in ABC FlowCharter.

Too many open charts. Please close a chart before continuing.

You have opened too many charts to continue working. This error message may occur while you are trying to open a linked chart file.

Save and close some of the open chart files.

Unable to install palette.

You are trying to add a shape palette that is invalid or corrupt.

Type a new name and try again.

Unable to match printer. Printer driver could not supply page orientation.

ABC FlowCharter could not match the printer because the printer driver could not provide the page orientation.

Open the Page Layout dialog box and select the page orientation that matches your printer.

Unable to match printer. Printer driver could not supply paper size.

ABC FlowCharter could not match the printer because the printer driver could not provide the paper size.

Open the Page Layout dialog box and select the paper size that matches your printer.

Unable to read shape palette file.

The file format has been altered or corrupted.

Load your backup copy of the file and try again.

Unable to update shape palette on disk.

You have made changes to a shape palette and, due to disk failure, will not be able to access the changed shape palette.

Free some disk space, restart Windows, or reinstall the shape palette you were using and try again.

You cannot group and link a chart to itself.

You have tried to link a group of shapes to the chart containing the shapes.

Choose the Group and Link option in the Link dialog box again, and select or type a different chart name.

You cannot link a chart to itself.

You have tried to link a shape to the chart that contains it.

Select or type a different chart name.

You do not have access rights to this file.

You are on a network and are trying to open or edit a file to which you do not have network access.

Open another file or see your LAN administrator about getting access rights to the file.

You must save a chart before you can link to it. Would you like to save?

You are trying to link to a chart that is not saved.

Click OK to save the chart and try again.

The filename (filename) is not valid.

A directory you typed in the path name does not exist or the filename does not fit the requirements for filenames.

Be sure the path you typed includes directories that currently exist. Also, make sure you have typed the correct filename. It can be up to eight characters in length, with up to three additional characters in the extension. It can start with a letter or number, but cannot contain spaces.

See your Windows or MS-DOS documentation for more information about filenames.

Unable to open file (filename). Access denied.

You have tried to open a file to which you do not have read access. You also may have tried to link an ABC FlowCharter shape to a file on a directory to which you do not have write access.

Select another file, or see your LAN administrator about getting access rights to the file.

Unable to open file (filename). General failure.

You have tried to open a file that ABC FlowCharter cannot open.

The file may be corrupt or your system may be low on memory. Close one or more open files and programs and try again.

Unable to open file (filename). Sharing violation.

You have tried to open a file at the same time someone else on the network is writing to the file.

Wait briefly and try to open the file again.

File (filename) does not exist.

You have selected a file whose associated program file has been deleted. This error message probably occurred while you were changing icons.

Select another file to display its icons.

There are no icons in (filename).

While changing icons, you have selected a file that does not contain icons.

Select a file that contains icons in order to display them in the dialog box.

Failed to get source of the link!

ABC FlowCharter has failed to execute the link because the link source is no longer available.

Check to see that the source file has not been moved or deleted. Reset the link if necessary.

Failed to get update option of the link!

ABC FlowCharter has failed to recognize the Update option (automatic or manual) selected for the link.

Open the Edit menu and choose Links. Reset the Update option in the Links dialog box.

Failed to change link source update type.

ABC FlowCharter cannot change the Update option (automatic or manual) for the link.

Reset the Update option in the Links dialog box to the original selection.

Link source invalid. Do you want to correct it?

You have selected a source file in the Change Source dialog box that is not valid for linking.

Click Yes to choose a different source. Click No to keep the source you selected. If you click No, the link is broken.

Please set the "PalettePath" entry in the ABC.INI to a directory with write access.

The PalettePath entry in your ABC.INI file is set to a directory to which you do not have proper access.

Check to see that the entry is a valid DOS path. It must be a directory to which you have read/write/create access. A directory on your local drive is preferable.

Note: It is important that PalettePath be set to a valid directory. Otherwise, changes cannot be saved to your shape palettes, and all palette changes will be discarded.

ABC FlowCharter cannot edit the (filename).

ABC FlowCharter cannot edit the OLE object you double clicked or execute the Object command you selected.

The object application may be unavailable, or your system may be low on memory. Check to see that the object application has not been moved or deleted, and close other programs and files you may have open.

Cannot insert an ABC FlowCharter file.

You have tried to insert an ABC FlowCharter file into ABC FlowCharter.

Open the ABC FlowCharter file using the Open command in the File menu, or select a file in another program to insert.

Cannot obtain the data for the (filename) link.

You tried to update a link, but it refers to data that no longer exists, has been moved, or is damaged.

You may have erased the source file, moved it to another directory, or disconnected a connection to the network in which the file is stored. Check to see that the source file for the link is still available.

Open the Edit menu, choose Links, and click Change Source to select another source file if necessary.

This file does not appear to be a valid EasyFlow version 6.0 - 8.0 file.

You have tried to import a file that was not created in EasyFlow versions 6.0 through 8.0.

Check to see that the file is a valid EasyFlow file. If it was created in an earlier version of EasyFlow, first convert it in EasyFlow to version 6.x, 7.x, or 8.x. Next, try importing it again into ABC FlowCharter.

This chart does not appear to be a valid EasyFlow version 6.0 - 8.0 chart. This chart will be skipped.

You have tried to import a chart that was not created in EasyFlow versions 6.0 through 8.0. An ABC FlowCharter file will not be generated for the chart.

Check to see that the chart is a valid EasyFlow chart. If it was created in an earlier version of EasyFlow, first convert it in EasyFlow to version 6.x, 7.x, or 8.x. Next, try importing it again into ABC FlowCharter.

Cannot open a shape palette required to convert this chart. This chart will be skipped.

ABC FlowCharter is unable to open a shape palette that accompanies the chart. An ABC FlowCharter file will not be generated for the chart.

This situation may occur if your system is low on memory. Close other open files and programs and try again.

Cannot insert object.

ABC FlowCharter cannot insert the object you have selected in the Insert Object dialog box.

Your system may be low on memory. Free some disk space and try again. Also, check to see that the object application is working properly.

Cannot save to an open chart.

You have tried to save the active chart with the same name and directory as a file that is already open.

Rename the file or choose another directory and try again.

New filename must be unique.

You have tried to name a converted EasyFlow chart using a filename that already exists.

Type a new name for the chart file.

This file could not be found. (Filename)

You have tried to insert an object from a file that ABC FlowCharter could not find.

Check to see that you typed the correct path for the file, or click Browse to select the file from a list box.

Not enough memory.

You have carried out an action that requires more memory than is available. This error message may occur while you are trying to open a linked chart file.

Close one or more open files and programs and try again.

This command is not available in demo version.

You have chosen a command that is not available in the version of ABC FlowCharter you are using.

Consider purchasing a full-featured version of ABC FlowCharter.

Not a valid page range.

You are trying to print a page range that is invalid. For example, you may have typed page 5 to page 3 as the range.

Check the page range you typed or type a new one.

The document name or path is not valid. (File or path name)

The filename you typed contains more than eight characters, a character such as a colon, or an extension with more than three characters. You also may have typed an incorrect path.

Retype the filename using only valid characters, or select a filename in the Files list box. Also, make sure that you typed the correct path.

Not enough disk space to print.

There is not enough space available on your disk to complete the print job.

Delete any unnecessary files and directories from the disk and try again.

Too many different shapes in chart.

You have created a chart that contains too many different types of shapes.

You can have 470 different types of shapes in a single chart. The shape type is determined by its shape properties. A process shape is a type of shape, and a decision shape is another type of shape. If you change the properties of a shape in the Shape Properties dialog box, it becomes another shape type.

For example, if you have 20 process shapes and three decision shapes in a single chart (and their properties have not been changed), there are only two types of shapes in the chart.

Cannot undo a Break Link. Do you want to permanently convert selected items to static pictures?

You have chosen to break the links highlighted in the Links dialog box. This warning appears so that you do not break links to source files accidentally.

Click Yes to break the links to the selected source files and convert the objects to static pictures. Click No to maintain the links.

Cannot update link. Either the Source File, Item, or Server associated with the object is not available.

The source file, item, or object application (server) necessary to update the link is not available.

Check to see that the source file and object application have not been moved or deleted. Also, make sure that the item in the Links dialog box is still available in the source file.

This file is in use by another user. Please choose another file name.

You are trying to open a file that is currently in use by someone else on the network.

Select another file to open.

Master item range set to first page only. Master item(s) relocated to page one.

You have tried to move a master item that is set to the first page only.

Leave the master item on the first page, or choose the All Pages option in the Master Items dialog box.

Unable to launch (filename).

You have tried to execute a launch from a shape. ABC FlowCharter has found the file, but cannot execute the launch.

Your system memory may be low, or the launched application file may be corrupt. In addition, the file you specified may not be an executable file. (It must be an EXE, COM, BAT, or PIS file.)

Close other open files or programs to free more memory, and check to see that the selected file can be used to execute a launch.

Cannot locate (filename) to launch.

ABC FlowCharter cannot find the file you selected to launch the application.

ABC FlowCharter has searched your Windows and System directories for the file, using the extensions EXE, COM, BAT, and PIS to search. It cannot locate the file.

Check to see that the launched application file has not been moved or deleted and that the file is executable.

You cannot launch (filename) from (filename).

You have tried to launch ABC FlowCharter from within ABC FlowCharter.

Change the launch file from ABC.EXE to another filename.

(Filename) is already open. Please select another filename, or close the chart and try again.

You have tried to open a file that is already open in ABC FlowCharter.

Use the file that is currently open, select a different file to open, or close the open chart file and try again.

A file error occurred while checking spelling in the chart.

The spell checker had problems accessing the installed spelling dictionary on disk.

Reinstall ABC FlowCharter, or contact Technical Support. You will not be able to check spelling until the problem is resolved.

ABC FlowCharter cannot find (program). Check the path stored in the ABC.INI.

You clicked the ABC DataAnalyzer tool or an add-on tool to run a program in the toolbox, and the program was not found.

Switch to the Program Manager and click the ABC DataAnalyzer icon in the Micrografx program group to run ABC DataAnalyzer.
or
Make sure that the ABC.INI file in the Windows directory contains the proper location for the add-on program in the [ABC FlowCharter] section under the items AddOn1= , AddOn2 =, and so forth. The format for the items is described in CreateAddOn method in the ABC OLE Automation help.

An error occurred while accessing the spelling dictionary.

The spell checker had problems accessing the installed spelling dictionary on disk.

Reinstall ABC FlowCharter, or contact Technical Support. You will not be able to check spelling until the problem is resolved.

An error occurred while accessing the user spelling dictionary.

The spell checker had problems accessing your current user dictionary on disk.

Choose a new user dictionary in the Spelling Preferences dialog box.
or
Contact Technical Support to use the current user dictionary. This dictionary cannot be used until the problem is resolved; however, you can spell check using other dictionaries.

An error occurred while checking spelling in the chart.

A general problem happened while spell checking.

Reinstall ABC FlowCharter, or contact Technical Support. You will not be able to check spelling until the problem is resolved.

An error occurred while initializing the selected spell checking language.

You have chosen a new spell checking language in the Spelling Preferences dialog box, and ABC FlowCharter was not able to access the new language properly.

Reinstall ABC FlowCharter, or contact Technical Support. You will not be able to check spelling until the problem is resolved.

An error occurred while initializing the spell checking system.

A general problem happened while starting the spell check.

Reinstall ABC FlowCharter, or contact Technical Support. You will not be able to check spelling until the problem is resolved.

An error occurred while saving the user dictionary. Words added in this session have not been saved.

You changed the user dictionary filename in the Spelling Preferences dialog box, and ABC FlowCharter had a problem saving the current dictionary to the new name. Because of this problem, all words added to the user dictionary since the last time you ran ABC FlowCharter or since the last time you changed dictionaries have been lost

Re-add all the words that were added to the previous dictionary.

You are making permanent changes to the chart's field setup. This operation could cause some entered field data to be lost and cannot be undone. Do you wish to continue?

You have made possibly destructive changes to the chart's field table, which could cause some of the data to be lost. An example of this is changing a "date" field to "currency."

If you want to undo the changes, click No in this dialog box, and then click Cancel in the Setup Fields dialog box.

Value entered is out of range. Enter a value between [value] and [value].

You made an invalid entry to a field in the Field Viewer.

Re-enter the value within the specified range, or clear the entry.

A memory error occurred while checking spelling in chart.

ABC FlowCharter ran out of memory while spell checking.

Close one or more open files and programs and try again.

Spell check completed in chart.

ABC FlowCharter has checked spelling in the entire chart.

Click OK to close the dialog box and return to your chart.

Can't read (value) as (field type). Re-enter the data in this format.

You have tried to enter a field value that does not correspond to the designated field type.

Re-enter the value, or press **Esc** and change the data type for the field in the Setup Fields dialog box.

Can't read (value) as TMUs. Enter a number for this field.

You have tried to enter a field value that is not a TMU.

Re-enter the value as an integer or decimal number.

Can't read (value) as seconds. Enter a number for this field.

You have tried to enter a field value that is not seconds.

Re-enter the value as an integer or decimal number.

Can't read (value) as minutes. Enter a number for this field.

You have tried to enter a field value that is not minutes.

Re-enter the value as an integer or decimal number.

Can't read (value) as hours. Enter a number for this field.

You have tried to enter a field value that is not hours.

Re-enter the value as an integer or decimal number.

Can't read (value) as days. Enter a number for this field.

You have tried to enter a field value that is not minutes.

Re-enter the value as an integer or decimal number.

Can't read (value) as weeks. Enter a number for this field.

You have tried to enter a field value that is not weeks.

Re-enter the value as an integer number.

Can't read (value) as minutes. Enter a number of minutes, or a time in (time) format.

You have tried to enter a field value that is not minutes.

Re-enter the value as an integer number, or use the specified format.

Can't read (value) as hours. Enter a number of hours, or a time in (time) format.

You have tried to enter a field value that is not hours.

Re-enter the value as an integer or decimal number, or use the specified format.

Can't read (value) as a date. Enter a date as month/day, month/year, month/day/year or in (time) format.

You have tried to enter a field value that is not a date.

Re-enter the value as a date, separated by "/", or enter the date in the specified format. For example, 5/3, 6/94, or 4/25/95.

Can't read (value) as currency. Enter a number for this field.

You have tried to enter a field value that is not currency.

Re-enter the value as an integer or decimal number. Do not enter the currency symbol.

Can't read (value) as a percentage. Enter a number for this field.

You have tried to enter a field value that is not a percentage.

Re-enter the value as an integer or decimal number. Do not enter the currency symbol.

Can't read (value) as a number. Enter a number for this field.

You have tried to enter a field value that is not a number.

Re-enter the value as an integer number.

This object has been changed. Update (object) before proceeding?

You have edited the embedded OLE object.

Click Yes to accept the edits, or click No to discard the edits.

Not enough memory to run (program). Quit one or more Windows applications and then try again.

You are trying to run a program by clicking its icon in the toolbox and there is not enough memory to run the program.

Close one or more programs and try again.

Cannot register the (event) ABC Automation VBX event.

An OLE Automation program is running and is unable to register an event as requested, probably because of VBX conflicts.

The program must be changed so there are no VBX conflicts. Conflicts occur when two programs are asking to register the same event for the same chart type. If you define the chart types to be different from each other, then the conflict should not occur.

For more information, see Type Property (Chart Object) in the ABC OLE Automation help.

Cannot register the (event) ABC Automation VBX event. There is a conflict between the running (program1_name) program and the (program2_name) program trying to register with ABC Automation. Close (program1_name) before running (program2_name) again.

An OLE Automation program is running and is unable to register an event as requested, probably because another OLE program has already registered an event with the same name.

Close the running program and then run the second program again. If you need to run both at the same time, then the programs must be changed so there are no VBX conflicts. Conflicts occur when two programs are asking to register the same event for the same chart type. If you define the chart types to be different from each other, then the conflict should not occur.

For more information, see <u>Type Property (Chart Object)</u> in the ABC OLE Automation help.

Cannot register ABC Automation VBX event. The event (event) is not supported. Check spelling.

An OLE Automation program is running and is unable to register an event as requested, probably because the event is not spelled exactly correctly.

The program must be changed so the name of the event is spelled correctly.

Cannot send ABC Automation VBX event. The running ABC Automation VBX is the wrong version.

An OLE Automation program is running and ABC FlowCharter is attempting to notify the program of an event.

The ABC Automation VBX must be replaced with a version that is the same version as the ABC.EXE. To ensure that, search for ABCAUTO.VBX. It should only be in the Windows System directory. If it is in another directory, delete it. Then reinstall ABC FlowCharter.

This chart includes OLE objects which cannot be saved in ABC 2.0 charts. Do you wish to convert the OLE objects to display-only shapes in the ABC 2.0 chart?

You are saving a chart in ABC 2.0 format and the chart includes one or more OLE objects.

Click Yes if you want OLE objects converted to shapes in the version 2.0 file. After the OLE objects are converted, they appear as custom shapes in ABC FlowCharter 2.0.
Click No if you do not want the objects converted. The objects are omitted from the version 2.0 file.

Unable to load ABC Automation Type Information. (Table) is the wrong version. Reinstall.

ABC FlowCharter is unable to find a necessary file.

Reinstall ABC FlowCharter.

Can't find ABC Automation Type Information. Make sure (table) is in the same directory as ABC.EXE.

ABC FlowCharter is unable to find a necessary file.

Make sure that the table is in the same directory as ABC.EXE. If necessary, reinstall ABC FlowCharter.

ABC Automation Type Information incomplete in (table). Call Technical Support.

A file needed by ABC FlowCharter is incomplete.

Call Micrografx Technical Support.

OLE 2.0 DLLs too old. Reinstall ABC FlowCharter.

The libraries used for OLE 2.0 are out of date.

Reinstall ABC FlowCharter.

Some open charts of type (type) have special required behavior contained in an external application called (program name). (Program name) is shutting down. These charts will now close.

One or more charts that you have open require that a specific program be running while the chart is open. That program is closing, so the charts must close.

The program must run for the charts to be open. If you want the charts to be open, you must run the program. Run the program again and then open the charts. It is possible that opening the charts will start the program running again so you can proceed.

Note: The ABC OLE Automation property that prescribes this behavior is TypeRequiresEXE.

Some open charts of type (type) have special optional behavior in an external application called (program name). (Program name) is shutting down. Do you want to close these charts now?

One or more charts that you have open optionally have a specific program running while the chart is open. That program is closing, so you may want to close the charts.

The program may provide some of the behavior for the chart, so it may be to your advantage for the program to be running.

· If you want the program to run, answer No, then run the program. It is possible that closing the charts (answer Yes) and then opening them again will start the program running again so you can proceed.

· If you do not want the program to run, answer No. You may then continue working without the program running.

Note: The ABC OLE Automation property that prescribes this behavior is <u>TypeUsesEXE</u>.

Cannot open (chart name). There is not enough memory to run the required external application (program name). Quit one or more Windows applications and then try to open (chart name) again.

The chart you tried to open requires that a specific program be running. There is not enough memory to run the program, so the chart cannot be opened.

Quit one or more Windows applications to free memory and then try to open the chart again.

Note: The ABC OLE Automation property that prescribes this behavior is <u>TypeRequiresEXE</u>.

Cannot open (chart name). ABC cannot find the required external application (program name). Make sure (program name) is in the Windows System directory or in the DOS path and try to open (chart name) again.

The chart you tried to open requires that a specific program be running. ABC OLE Automation cannot find the required program.

The program should be in the Windows System directory or in the DOS path. Find the program and put it there, then try to open the chart again.

Note: The ABC OLE Automation property that prescribes this behavior is TypeRequiresEXE.

(Chart name) has special optional behavior in an external application called (program name). There is not enough memory to run (program name). If you wish to run it, close (chart name). Then, quit one or more Windows applications and open (chart name) again.

The chart that you are trying to open optionally can run with a special program. There is not enough memory to run the special program.

The program may provide some of the behavior for the chart, so it may be to your advantage for the program to be running. If you want the program to run, close the chart, quit one or more Windows applications to free memory, and then try to open the chart again. If you do not want the program to run, you may proceed to work with the chart.

Note: The ABC OLE Automation property that prescribes this behavior is TypeUsesEXE.

(Chart name) has special optional behavior in an external application called (program name). ABC cannot find (program name). If you wish to run it, close (chart name). Then, make sure (program name) is in your Windows System directory or in the DOS path and open (chart name) again.

The chart that you are trying to open optionally can run with a special program. ABC OLE Automation cannot find the program.

The program may provide some of the behavior for the chart, so it may be to your advantage for the program to be running. If you do not want the program to run, you may proceed to work with the chart.

If you want the program to run, close the chart. The program should be in the Windows System directory or in the DOS path. Find the program and put it there, then try to open the chart again.

Note: The ABC OLE Automation property that prescribes this behavior is <u>TypeUsesEXE</u>.

(Filename) is a protected file. You will not be able to make changes to the file without first unprotecting with a password.

The chart you opened is protected by a password.

To <u>unprotect the chart</u> so you can work with it, choose the Unprotect Chart command in the File menu, enter the password, and choose OK.

Some pasted shapes contain numbers that are already used in this chart. Do you want to use new numbers?

At least one of the shapes you are pasting has a number that is already used in the chart.

Choose Yes to have ABC FlowCharter use new numbers for the shapes you are pasting. Choose No to paste the shapes with their current numbers.

Cannot create the (program name) OLE object. Check the installation of the server application, or Paste Special as Metafile.

You are trying to create an OLE object but there is a problem.

You may need to reinstall the program that the OLE object is coming from. If you wish, you can use the Paste Special command in the Edit menu to paste the object as a metafile.

Cannot create OLE object. Check the installation of the server application, or Paste Special as Metafile.

You are trying to create an OLE object but there is a problem.

You may need to reinstall the program that the OLE object is coming from. If you wish, you can use the Paste Special command in the Edit menu to paste the object as a metafile.

Cannot Break Link. Check the installation of the OLE server application.

You are trying to break the link between a program that is serving as an OLE server application and an object in ABC FlowCharter.

Check that the OLE server application is installed correctly.

The chart (filename) is protected. Cannot group and link to a protected chart.

You are trying to group and link to a protected chart.

Open the file you are trying to group and link to. <u>Unprotect</u> the file by supplying the password, if necessary. Save the file and then close the file. Try to group and link again.

Note Button

The Note button at the bottom of the ABC FlowCharter window opens and closes the Note window. The Note window contains text you have attached to a certain shape.

You can attach notes to each shape and hide or show the notes, depending upon your needs. Notes can contain detailed information about a step or process that you do not want to appear in a chart.

You enter and edit notes inside the Note window. The Note window displays the shape number of the selected shape and the text attached to the shape. You can move and resize the Note window like other windows.

If you select a different shape while the Note window is open, the text is updated. You can edit and choose the font, size, style, and color for the text in the Note window the same as text in shapes, text blocks, and line segments.

Related Topics
Note menu
Attaching notes to shapes
Opening and closing the Note window

Opening and Closing the Note Window

To open and close the Note window:

· Click the Note button at the bottom of the ABC FlowCharter window. When the button is selected, the Note window is displayed; when the button is deselected, the window is closed. You also can double click the Control menu box on the Note window to close it.

Related Topics
Note button
Attaching notes to shapes

Attaching Notes

To attach a note to a shape:

1. Open the Note window.
2. Click the Object Selector tool in the toolbox.
3. Select the shape to which you want to attach a note.
4. Click in the Note window.
5. Type the information you want.
6. Repeat steps 3 through 5 to attach notes to other shapes.
7. Close the Note window when you are finished with it.

Related Topics
Note menu
Opening and closing the Note window
Note button

Note Menu

The Note menu appears in the Note window. You use the Note window to attach text information to shapes. The Note menu contains commands you use to edit and print the text in the Note window.

Cut command
Copy command
Paste command
Clear command
Print command

Related Topics
Attaching notes to shapes
Opening the Note window
Note button

Cut Command (Note Menu)

The Cut command in the Note menu removes the selected text from the Note window and places a copy of the text in the Clipboard.

Note: You also can press **Ctrl+X** to cut text in the Note window.

Related Topics
    Procedure information
    Note menu

Cutting Notes

To cut text in the Note window:

1. Click the Note button to open the Note window (if necessary).
2. Select the shape to which the note is attached.
3. Point inside the Note window. The pointer changes to the I-beam pointer. You use the I-beam pointer to define the insertion point and select text.
4. Select the text you want to cut.
5. Open the Note menu and choose Cut or press **Ctrl+X**.

Related Topics
Command information

Copy Command (Note Menu)

The Copy command in the Note menu copies the selected text in the Note window and places the copy in the Clipboard.

Note: You also can press **Ctrl+C** to cut text in the Note window.

Related Topics
    Procedure information
    Note menu

Copying Notes

To copy text in the Note window:

1. Click the Note button to open the Note window (if necessary).
2. Select the shape to which the note is attached.
3. Point inside the Note window. The pointer changes to the I-beam pointer. You use the I-beam pointer to define the insertion point and select text.
4. Select the text you want to copy.
5. Open the Note menu and choose Copy or press **Ctrl+C**.

Related Topics
Command information

Paste Command (Note Menu)

The Paste command in the Note menu places the text in the Clipboard into the Note window.

Note: You also can press **Ctrl+V** to paste text in the Note window.

Related Topics
    Procedure information
    Note menu

Pasting Notes

To paste text in the Note window:

1. Select the shape into which you want to paste text.
2. Click the Note button to open the Note window (if necessary).
3. Point inside the Note window. The pointer changes to the I-beam pointer. You use the I-beam pointer to define the insertion point.
4. Open the Note menu and choose Paste or press **Ctrl+V**.

Related Topics
Command information

Clear Command (Note Menu)

The Clear command removes the selected text from the Note window. It does *not* place a copy of the text in the Clipboard.

Related Topics
    <u>Procedure information</u>
    <u>Note menu</u>

Deleting Notes

To remove notes in the Note window:

1. Click the Note button to open the Note window (if necessary).
2. Select the shape to which the note is attached.
3. Point inside the Note window. The pointer changes to the I-beam pointer. You use the I-beam pointer to define the insertion point and select text.
4. Select the text you want to delete.
5. Open the Note menu and choose Clear or press the **Del** key.

Related Topics
Command information

Print Command (Note Menu)

The Print command lets you print the text in the Note window. When you choose the Print command, a dialog box opens. Use this dialog box to choose print options and print the text.

Related Topics

Dialog Box information
Procedure information
Note menu

Print Notes Dialog Box

The Print Notes dialog box opens when you choose the Print command in the File menu, and lets you choose printing options.

Range options
Lets you select the notes to be printed:

- Click Current Note to print only the notes attached to the shape selected in the chart.
- Click All Notes in Chart to print all the notes in the chart.

Print to File option
Click Print to File if you want to send output to a file instead of a printer.

Copies text box
Click the up or down arrow to choose the number of copies, or type a number in the text box.

Setup button
Click the Setup button to open the Printer Setup dialog box.

Related Topics
Command information
Procedure information

Printing Notes

You can print the note attached to a shape or all the notes in a chart.

To print a note:

1. Click the Note button to open the Note window (if necessary).
2. Select the shape to which the note is attached.
3. Open the Note menu and choose Print. The Print Notes dialog box opens.
4. Choose All Notes in Chart to print all the notes in the chart, or choose Current Note to print the note for the selected shape.
5. Choose the print options you want.
6. Click OK. The note is printed on the current printer.

Note: When you print a note, the wrapped text in the Note window will move onto one line. To rewrap the text, point to the Note window border, press and hold the left mouse button, and drag the border out until the entire line of text appears (or drag the window border out and back to its former size). The text rewraps in the window.

Related Topics
    Command information
    Dialog Box information

Renumber Tool

The Renumber tool lets you number and renumber shapes.

Related Topics
Renumber Tool options
Renumber button
Show Number button

Renumber Tool Options

When the Renumber tool is selected, the ribbon displays a set of buttons specific to this tool. When you choose the Renumber tool, the cursor becomes a numbering wand and numbers shapes in the sequence that you choose them.

Next Number text box
Use the Next Number text box to define the number for the next shape you place in a chart and for the shapes you renumber. If the entry is an integer of a decimal-divided number, then shapes are numbered sequentially. If the entry is non-numeric, then all new shapes are given the same label.

Numbers can include numeric and non-numeric labels. For example, the label First 1.2.34 is an acceptable label, but only 34 is called a "number." You can have up to 999,999,999 for a number in a label.

Related Topics
    <u>Renumber tool</u>

Renumber Button ⚠️

The Renumber button in the Number ribbon lets you renumber selected objects. When you click the Renumber button, all the selected objects are renumbered, starting with the number in the Next Number text box.

Related Topics
    Procedure information
    Renumber tool

Renumbering Existing Shapes

You can renumber specific shapes. You can manually renumber shapes one at a time by clicking the shapes to choose the numbering order or automatically renumber a group of selected shapes at the same time.

Manually Renumbering Shapes
When you manually renumber shapes, the number displayed in the Next Number text box increases by one so the next shape you click is renumbered in consecutive order. For example, if you define 100 as the next number, the first shape you click is renumbered 100, and the next number increases to 101.

To manually renumber shapes:

1. Click the Renumber tool in the toolbox. The pointer changes to the Number pointer when you move it into the drawing area.
2. Select the Next Number text box in the ribbon.
3. Type the next number you want.
4. Click the first shape in the chart you want to renumber. The shape number is changed to the next number you defined.
5. Click the other shapes in the order you want them renumbered.

After you renumber shapes, the current number in the Next Number text box is used as the shape number for the next shape you place in the chart.

Automatically Renumbering Shapes
ABC FlowCharter lets you automatically renumber a group of shapes at one time. When you do this, the selected shapes are renumbered in consecutive order. The selected shape with the lowest number is renumbered with the number you choose, and the other selected shapes are renumbered in consecutive order, based on their current sequence. For example, suppose you select three shapes numbered 12, 15, and 25 and define 1 as the next number. When you automatically renumber the shapes, shape 12 is renumbered 1, shape 15 is renumbered 2, and shape 25 is renumbered 3.

To automatically renumber shapes:

1. Select the shapes you want to renumber.
2. Click the Renumber tool in the toolbox.
3. Select the Next Number text box in the ribbon.
4. Type the next number you want.
5. Click the Renumber button in the ribbon. The selected shapes are renumbered in consecutive order.

Related Topics
Button information
Changing shape numbers
Renumber Tool options
Hiding shape numbers
Changing the next number for new shapes

Show Number Button ⚠️

The Show Number button in the Number ribbon lets you display and hide shape numbers. When the Show Number button is selected, the shape numbers in selected shapes are displayed. When the button is not selected, the shape numbers in selected shapes are hidden.

Related Topics
    Procedure information
    Renumber tool

Hiding Shape Numbers

ABC FlowCharter lets you hide shape numbers on specific shapes. This is useful when shape numbers are not important in a chart.

To hide shape numbers:

1. Select the shapes whose numbers you want to hide.
2. Click the Renumber tool in the toolbox.
3. Click the Show Number button in the ribbon to select or deselect the button. When the button is selected (depressed), the numbers are displayed. When the button is deselected (up), the shape numbers on the selected shapes are hidden.

Select the Show Number button before you begin a flowchart if you want shape numbers in the chart. Save the change in the DEFAULT.AFT file if you want ABC FlowCharter to always open with shape numbering turned on.

Related Topics
Button information
Changing shape numbers
Changing the next number for new shapes
Renumbering existing shapes

Changing Shape Numbers

Shapes are automatically numbered when you draw them. You can hide shape numbers, change the next number, and renumber specific shapes in a chart.

You can use various numbering systems (including 1, 2, 3, and so on; 1.1, 1.2, 1.3, and so on; 1.1.1, 1.1.2, 1.1.3, and so on). The number you define is used as the shape number for the next shape you place in a chart and subsequent shapes are numbered in consecutive order. For example, if you define 50 as the next number, the shape number for the first shape you place in the chart is 50, the next shape you place is numbered 51, and so on. When you renumber existing shapes, the next number is applied to the first shape you renumber, and all other shapes you designate are renumbered in consecutive order. For example, if you define 1.1.12 as the next number, the first shape you designate is renumbered 1.1.12, the next designated shape is renumbered 1.1.13, and so on.

If you enter text before the number, the text appears along with the number. For example, if you enter Step before the number, the word "Step" appears in front of each shape you place or renumber from that point.

If you enter text without a number, the same text label is applied to each new shape.

Related Topics
    Hiding shape numbers
    Changing the next number for new shapes
    Renumbering existing shapes

Changing the Next Number for New Shapes

You can change the next number for new shapes you place in a chart. The next number you type appears in the next shape you place. All subsequent shapes are numbered in consecutive order.

To change the next number for new shapes:

1. Click the Renumber tool in the toolbox.
2. Select the Next Number text box in the ribbon.
3. Type the next number and any text you want to appear beside the number. The number and text you define will appear in the next shape you place in the chart. The number automatically increases with each new shape.

Related Topics
Renumber Tool options
Changing shape numbers
Hiding shape numbers
Renumbering existing shapes

Object Linking and Embedding (OLE)

ABC FlowCharter offers object linking and embedding (OLE) capabilities. In addition to placing charts in other documents, you can link and embed objects from other programs into your charts.

Object linking and embedding lets you combine information created by different programs in a single document. With OLE, your focus is on the document, rather than the program. Documents that contain information from two or more OLE-compatible programs are called *compound documents*.

With OLE, you do not have to worry about having the right file filter or translator. You can share charts, spreadsheets, text, drawings, sounds, video, and animation among any OLE-compatible programs.

Click a topic below to learn more about using OLE in ABC FlowCharter.

Related Topics

Placing charts in other programs
Placing objects in charts
Linking a chart to a document
Editing a linked ABC FlowCharter object
Linking an object to a chart
Editing an object linked to a chart
Viewing links
Editing links
Moving linked files
Embedding a chart in a document
Editing an embedded ABC FlowCharter object
Embedding an object in a chart
Editing an object embedded in a chart
Pasting OLE and non-OLE information
Inserting a new object in a chart
Inserting an object from a file
Dragging an object into a chart
Saving files in ABC FlowCharter version 2.0 format

Linking a Chart to a Document

You can link a chart created in ABC FlowCharter to a document in another OLE-compatible program. The chart becomes the *object*, and the document becomes a *compound document*.

To link an ABC FlowCharter object to a document:

1. Create a chart in ABC FlowCharter.
2. Open the File menu and choose Save As.
3. Type a filename and press **Enter**. The file is saved.

Note: You must save the object in a source file before the object can be linked to a document.

4. Open the Edit menu and choose Select.
5. Choose All to select the chart (object).

Press **Ctrl+A** to select the chart in one easy step.

6. Open the Edit menu and choose Copy.
7. Minimize ABC FlowCharter.
8. Open an OLE-compatible container application, such as Microsoft Word for Windows.
9. Open the document to which you want to link the object.
10. Choose the Paste Link option in the container application. (It probably will appear in the Edit menu or a Paste dialog box.)

The object is linked from ABC FlowCharter (the object application) to the document.

Note: The link may be broken if the source file is deleted or moved to another directory. If a link is broken, the chart still can be produced in the container application. It will appear similar to the last time it was updated. However, it can no longer be updated from the container application. You must reestablish the link within the container application.

Related Topics
Editing a linked ABC FlowCharter object
Object linking and embedding

Editing a Linked ABC FlowCharter Object

To edit a linked ABC FlowCharter object:

1. Double click the ABC FlowCharter object in the container application. ABC FlowCharter opens and displays the object.
2. Change the color, fill pattern, border, or other attribute of the shapes in the chart.
3. Open the File menu and choose Exit. An ABC FlowCharter dialog box prompts you to save the changes.
4. Click Yes. ABC FlowCharter closes and the compound document displays the changes to the object.

Note: Any OLE object created in ABC FlowCharter 2.0 that is accessed by ABC FlowCharter is converted to the ABC FlowCharter version format automatically when it is updated.

Related Topics
Object linking and embedding
Linking a chart to a document

Linking an Object to a Chart

ABC FlowCharter lets you link an object from a source file (in the object application) to a chart. When an object is linked, any changes you make to the object in the source file are reflected in the chart.

To link an object to a chart:

1. Create an object in an OLE-compatible object application.
2. Save the object in a file.

Note: You must save the object in a source file before the object can be linked to a chart.

3. Copy the object to the Clipboard.
4. Minimize the object application and open ABC FlowCharter. ABC FlowCharter will act as the container application.
5. Open the ABC FlowCharter file to which you want to link the object.
6. Open the Edit menu and choose Paste Link. The linked object appears in the chart.

Related Topics
Editing an object linked to a chart
Viewing links
Editing links
Object linking and embedding

Editing an Object Linked to a Chart

To edit an object linked to a chart:

1. Double click the object in the chart or open the Edit menu and choose Edit Linked <Name> Object. The object application opens.
2. Make changes to the object in the application.
3. Minimize the object application. ABC FlowCharter displays the changes to the object.

Note: If you try to exit the object application, it displays a message asking if you want to save the changes to the object. Click Yes to save the changes in the source file. The application then reminds you that remote links to a document currently exist and asks if you want to close the program anyway. Click Cancel to keep the object application open and maintain the link to ABC FlowCharter. Click OK to close the application and break the link to the chart.

Related Topics
Viewing links
Editing links
Linking an object to a chart
Object linking and embedding

Viewing Links

You can see a list of the objects linked to the active chart.

To view the links to a chart:

1. Open the ABC FlowCharter file that contains the links.
2. Open the Edit menu and choose Links. The Links dialog box opens. The dialog box displays the name and location of the source file, the item (such as the cell range in a spreadsheet), the object type (such as Excel Worksheet), and the update method (automatic or manual).
3. Click Close to close the dialog box without making any changes.

Related Topics
Dialog Box information
Editing links
Linking an object to a chart
Object linking and embedding

Editing Links

To edit a link:

1. Open the ABC FlowCharter file that contains the link you want to edit.
2. Open the Edit menu and choose Links.
3. Click a link in the list box to select it for editing.
4. Click a link option button.

   · Click **Update Now** to update the object with changes that have been made in the source file.
   · Click **Open Source** to open the source file in which the object was created.
   · Click **Change Source** to choose a new source file or item for the object.
   · Click **Break Link** to disconnect the link between the object and the source file. The link is removed from the list.

Note: If you select Change Source and choose a new source that is invalid, ABC FlowCharter displays a message asking if you want to correct it. Click Yes to choose a different source. Click No to keep the source you selected. If you click No, the link is broken.

5. Click the Automatic or Manual option if you want to change the update method.

Note: With the Automatic option, the object is updated automatically in the chart if changes are made to the object in the source file. With the Manual option, changes are not made to the object in the chart until you click Update Now in the Links dialog box.

6. Click Close to close the Links dialog box.

Related Topics
Dialog Box information
Viewing links
Linking an object to a chart
Object linking and embedding

Embedding a Chart in a Document

You can embed a chart created in ABC FlowCharter in a document in another OLE-compatible program. The chart becomes the *object*, and the document becomes a *compound document*.

To embed an ABC FlowCharter object in a document:

1. Create a chart in ABC FlowCharter.
2. Open the Edit menu and choose Select.
3. Choose All to select the chart (object).

Press **Ctrl+A** to select the chart in one easy step.

4. Open the Edit menu and choose Copy.
5. Minimize ABC FlowCharter.

Note: It is not necessary to save an object in a source file before it can be embedded in a document.

6. Open an OLE-compatible container application, such as Microsoft Word for Windows.
7. Open the document in which you want to embed the object.
8. Paste the object into the document. The object is embedded in the document.

Related Topics
Editing an embedded ABC FlowCharter object
Object linking and embedding

Editing an Embedded ABC FlowCharter Object

To edit an embedded ABC FlowCharter object in a document:

1. Double click the ABC FlowCharter object in the container application. ABC FlowCharter opens and displays the object.
2. Change the color, fill pattern, border, or other attribute of the shapes in the chart.
3. Open the File menu and choose Exit & Return to <Compound Document Name>. An ABC FlowCharter dialog box warns that the object has been changed and prompts you to update the compound document before proceeding.
4. Click Yes. ABC FlowCharter closes and the compound document displays the changes to the object.

Related Topics
Embedding a chart in a document
Object linking and embedding

Embedding an Object in a Chart

ABC FlowCharter lets you embed an object from a source file (in the object application) into a chart. When an object is embedded, changes you make to the object in the source file are **not** automatically reflected in the chart.

To embed an object in a chart:

1. Create an object in an OLE-compatible object application.
2. Copy the object to the Clipboard.
3. Minimize the object application and open ABC FlowCharter. ABC FlowCharter will act as the container application.

Note: It is not necessary to save an object in a source file before it can be embedded in a chart.

4. Open the ABC FlowCharter file in which you want to embed the object.
5. Open the Edit menu and choose Paste, or press **Ctrl+V**. The embedded object appears in the chart.

Related Topics
Editing an object embedded in a chart
Object linking and embedding

Editing an Object Embedded in a Chart

To edit an object embedded in a chart:

1. Double click the object in the chart or open the Edit menu and choose Edit <Name> Object. The object application opens.
2. Make changes to the object in the application.
3. Open the File menu in the object application and choose Update.
4. Minimize the object application. ABC FlowCharter displays the changes to the object.

Note: If you try to exit the object application without choosing Update, it displays a message asking if you want to update the object. Click Yes to update the object in ABC FlowCharter. The object application closes.

Related Topics
Embedding an object in a chart
Object linking and embedding

Pasting OLE and Non-OLE Information

The Paste Special command in the Edit menu lets you paste information from the Clipboard into ABC FlowCharter in various formats.

To paste information into a chart:

1. Create a piece of information in an OLE-compatible program, such as a table of data in a spreadsheet program or a paragraph in a word-processing program.
2. Copy the information to the Clipboard.
3. Minimize the program and open ABC FlowCharter.
4. Open the ABC FlowCharter file in which you want to paste the information.
5. Open the Edit menu and choose Paste Special.
6. Select a paste format in the list box. (Note that the Paste option is selected by default.)
7. Click to check the Display as Icon option if you want the object to appear as an icon rather than as a full graphic.

Note: The Display as Icon option is available only if you select the Object format in the list box.

8. Click OK. The pasted object, text, new chart shape, bitmap, or icon appears in the chart.

Related Topics
Dialog Box information
Changing icons
Object linking and embedding

Changing Icons

If you display a pasted object as an icon, ABC FlowCharter chooses the default icon for the object application automatically. However, you can display the object using any icon available on your system.

To change the icon while pasting an object:

1. Open the Edit menu in ABC FlowCharter and choose Paste Special.
2. Select the Object format in the list box and click to check the Display as Icon option.
3. Click Change Icon.
4. Click one of the icons shown or click Browse to choose another program and display its icons.

Click Standard to return to the default icon for the object application.

5. Type new text in the Caption text box if you want to specify what object the icon represents.
6. Click OK to close the Change Icon dialog box.
7. Click OK to close the Paste Special dialog box. The new icon and caption appear in the chart.

To change the icon or caption after the object is pasted, select the current icon and cut it to the Clipboard. Next, choose Paste Special and repeat the steps above.

Related Topics
Pasting OLE and non-OLE information
Object linking and embedding

Inserting a New Object in a Chart

You can select an object type from a list of OLE-compatible programs on your system. A new, empty object is inserted in the ABC FlowCharter window, and the object application opens for you to fill in the empty object. The object appears in both the object application and ABC FlowCharter at the same time.

To insert a new object in a chart:

1. Open the ABC FlowCharter file in which you want to insert the object.
2. Open the Edit menu and choose Insert Object. The Insert Object dialog box opens. (Note that the Create New option is selected by default.)
3. Click to select an object type in the list box.
4. Click to check the Display as Icon option if you want the object to appear as an icon rather than as a full graphic.
5. Click OK. The OLE-compatible program you selected opens.
6. Create an object in the program.
7. Open the File menu in the program and choose Update.
8. Open the File menu again and choose Exit & Return to <Chart Name>. The program closes and the new object appears in the chart.

Note: If you exit the program without choosing Update, the program displays a message prompting you to update the embedded object. Click Yes to update the object in ABC FlowCharter.

Related Topics
Dialog Box information
Inserting an object from a file
Changing icons
Object linking and embedding

Inserting an Object from a File

You can open an existing OLE-compatible file that contains the object you want to insert in ABC FlowCharter. The object is embedded unless you select the Link to File option.

To insert an object from a file:

1. Open the ABC FlowCharter file in which you want to insert the object.
2. Open the Edit menu and choose Insert Object.
3. Click to select the Create from File option.
4. Click Browse.
5. Select the file that contains the object you want to insert in ABC FlowCharter.
6. Click OK.
7. Click to check the Link to File option if you want to create a link between the object and the source file.
8. Click to check the Display as Icon option if you want the object to appear as an icon rather than as a full graphic.
9. Click OK. The object appears in the chart.

Related Topics
Dialog Box information
Inserting a new object in a chart
Changing icons
Object linking and embedding

Dragging an Object into a Chart

You can use *drag and drop* to embed an object in a chart. You also can link the object to the chart by dragging. (This feature is available only with OLE 2.0-compatible programs that act as object applications.)

To	Do this
Move and embed	Drag the object from the object application window into ABC FlowCharter. (This is the default function.)
Copy and embed	Press **Ctrl** and drag the object into ABC FlowCharter.
Copy and link	Press **Ctrl+Shift** and drag the object into ABC FlowCharter.

To drag and drop an object into a chart:

1. Open the ABC FlowCharter file in which you want to embed or link the object.
2. Open the file in the OLE 2.0-compatible application that contains the object.
3. Arrange both programs so that they are visible on your screen.
4. Select the object in the object application window. For example, highlight the text in a word-processing document.
5. Drag the object into the ABC FlowCharter window, while pressing the keyboard controls you want. The object is now embedded or linked in the chart.
6. Repeat steps 4 and 5 to drag more objects into the chart.

Drag *any* OLE object application file from the File Manager into the ABC FlowCharter window to embed the objects in the file in a chart. Press **Ctrl+Shift** while you drag to create a link.

Note: ABC FlowCharter does not support *drag and drop source*. Therefore, you cannot drag an object from ABC FlowCharter into another OLE-compatible application in order to create a link. ABC FlowCharter also does not support OLE 2.0 in-place activation.

Related Topics
    Object linking and embedding

Placing Charts in Other Programs

Using OLE, you can include an ABC FlowCharter chart in any document created in an OLE-compatible program. For example, you can include a chart in a word-processing document. The chart then appears in the document each time you open it. The chart is the *object*. The program in which it was created (ABC FlowCharter) is the *object application*. The word-processing program is the *container application* because it contains the object.

You can edit the chart directly from the word-processing program just by double clicking on the chart. ABC FlowCharter opens automatically, with the chart already open and waiting to be edited. If the chart is linked, you can make changes to it in ABC FlowCharter, and the changes will appear automatically in the word-processing document.

Related Topics
    Linking a chart to a document
    Embedding a chart in a document
    Object linking and embedding

Placing Objects in Charts

In addition to being an object application, ABC FlowCharter also acts as a container application. This means you can include information from other OLE object applications in your charts. This information can be data cells from a spreadsheet, text from a word-processing document, charts from a presentation package, drawings from an illustration program, sounds, video, or animation.

For example, you can link spreadsheet data to a chart. Each time you update the data in the spreadsheet program, the new data appears in the chart. You can even place the entire spreadsheet in the chart, but have it appear only as an icon. If you double click the icon, the spreadsheet opens.

You also can have talking shapes or animated objects in a chart by embedding sounds, video, or animation in an icon. Then, for example, you just double click on a sound icon to hear the sound or double click on a video icon to play the video.

Related Topics
Linking an object to a chart
Embedding an object in a chart
Pasting OLE and non-OLE information
Inserting a new object in a chart
Inserting an object from a file
Dragging an object into a chart
Object linking and embedding

Change Icon Dialog Box

Icon list box
The Icon list box displays the icons available with the program file shown at the bottom of the dialog box. The default program icon is selected; click another icon in the list box to select it.

Browse button
Click Browse to open the Browse dialog box. You then can choose another program file and display its icons.

Standard button
Click Standard to return to the default icon for the object application.

Caption text box
Type new text in the Caption text box if you want to specify what object the icon represents.

Related Topics
    Browse dialog box
    Changing icons

Browse Dialog Box

File Name text box
Type the name of the program file you want in the File Name text box.

Files list box
The Files list box displays the program filenames in the current directory. Click a filename in the list box to display it in the File Name text box.

In the Files list box, type the first letter of a filename to move the cursor to the files beginning with that letter.

File Type list box
The File Type list box displays icon files as the default. Click the down arrow to the right of the list box to choose programs, libraries, or all files.

Directory list box
The Directory list box displays directories on the current drive. To see the filenames in another directory, double click the directory name in the list box.

Drive list box
The Drive list box displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory list box.

Related Topics
    Change Icon dialog box
    Changing icons

Change Source Dialog Box

File Name text box
Type the name of the source file you want in the File Name text box.

Files list box
The Files list box displays the filenames in the current directory. Click a filename in the list box to display it in the File Name text box.

In the Files list box, type the first letter of a filename to move the cursor to the files beginning with that letter.

File Type list box
The File Type list box displays all files as the default.

Item
Type a new item in the Item text box to change it. For example, type a new spreadsheet cell range.

Directory list box
The Directory list box displays directories on the current drive. To see the filenames in another directory, double click the directory name in the list box.

Drive list box
The Drive list box displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory list box.

Related Topics
Links dialog box
Editing links

Moving Linked Files

You can move a set of linked files and still maintain the links between the files. For example, you may want to move a set of linked files from a hard disk to a floppy disk for transporting them. When you open the files from the floppy disk, the links are intact.

Note: You must move all the linked files together to the same location.

Related Topics
    [Object linking and embedding](#)

Update Command

The Update command in the File menu lets you update (save) an embedded object in the container application and leave ABC FlowCharter open.

Related Topics
    Procedure information
    File menu

Updating an Embedded Object

Choose the Update command in the File menu to update (save) the most recent changes to an embedded object.

To update an embedded object:

1. Select the embedded object within ABC FlowCharter.
2. Click the File menu and choose Update. The current version of the object is updated in the container application.

Related Topics
   Command information

Exit and Return To Command

The Exit and Return To command in the File menu lets you update (save) changes to an embedded object, exit the server application (ABC FlowCharter), and return to the container application.

Related Topics
    Dialog box information
    Procedure information

Exit and Return To Dialog Box

Choosing the Exit and Return To command in the File menu opens the Exit and Return To dialog box.

The Exit and Return To dialog box informs you that the command you have chosen will close the connection between the open embedded object and the container application file. It then prompts you to select one of three choices: Yes, No, or Cancel.

- Yes updates (saves) changes made to the embedded object in the object application (ABC FlowCharter), then restores the window of the container application.
- No does not update (save) changes to the embedded object and restores the window of the container application.
- Cancel cancels the Exit and Return To command and returns you to the current object in the object application (ABC FlowCharter).

Related Topics
> Command information
> Procedure information

Exiting and Returning to the Container Application

Choose the Exit and Return To command in the File menu to update (save) an embedded object in the server application (ABC FlowCharter), exit the application, and return to the container application.

To exit and return to the container application:

1. Double click the embedded object within the container application. ABC FlowCharter opens and displays the object.
2. Select the object and make your changes.
3. Click the File menu and choose Exit and Return To. The Exit and Return To dialog box opens to inform you that this command will close the connection between the open embedded object and the container application. It prompts you to update the open embedded object before proceeding.
4. Click Yes. ABC FlowCharter closes and the container application displays the edited embedded object.

Related Topics
Command information
Dialog box information

Save Copy As Command

The Save Copy As command in the File menu lets you assign a name to an object file or make a copy of an existing object file by giving it a new name.

Related Topics
Dialog box information
Procedure information
File menu

Save Copy As Dialog Box

The Save Copy As dialog box opens when you choose the Save Copy As command in the File menu.

Save File As text box
Type a filename in the Save File As text box, then click Save.

Backup option
Use the Backup option to retain a copy of the previous version of the object file. ABC FlowCharter appends the extension BAK to the filename. As long as the Backup option is checked, you have two copies of the saved drawing on disk: the current version and the previously saved version. The backup version is overwritten each time you save the drawing.

Related Topics
Command information
Procedure information

Saving an Object File

Choose the Save Copy As command in the File menu to assign a name to an object file.

To save an object file with a new filename:

1. Click the File menu and choose Save Copy As. The Save Copy As dialog box opens to let you type a new filename for the object file.
2. Type a filename for the drawing.
3. Click the Backup option, if you want.
4. Click Save.

Related Topics
    Dialog box information
    Command information

Object Selector Tool

The Object Selector tool lets you select and resize objects in a chart.

Click an icon below to read more information about the button.

Click the Bring to Front button to move the selected object in front of other objects.

Click the Send to Back button to move the selected object behind other objects.

Click the Duplicate button to make a copy of the selected object and place it in the chart.

Click the Space/Align Shapes button to evenly space and align shapes in a chart.

Click the Delete Lines button to delete lines connected to selected shapes.

Click the Link button to link and unlink charts.

Click the Launch button to open another application from within ABC FlowCharter.

Bring to Front Button ⚠️

⚠️

The Bring to Front button in the Selection ribbon moves the selected object or objects in front of other objects.

Related Topics
      Procedure information
      Send to Back button
      Object Selector tool

Bringing an Object to the Front

To bring an object to the front:

1. Click the Object Selector tool in the toolbox.
2. Select the object you want to reorder.
3. Click the Bring to Front button in the ribbon. The selected object appears in front of all overlapping objects.

Note: You can select an object beneath other objects using the Object Selector tool and **Ctrl**. Click the Object Selector tool in the toolbox, press and hold **Ctrl**, and click the top object. As you continue to click, the objects below the top object are selected.

Related Topics
Button information

Send to Back Button ⚠️

⚠️

The Send to Back button in the Selection ribbon moves the selected object or objects behind other objects.

Related Topics

[Procedure information](#)
[Bring to Front button](#)
[Object Selector tool](#)

Sending an Object to the Back

To send an object to the back:

1. Click the Object Selector tool in the toolbox.
2. Select the object you want to reorder.
3. Click the Send to Back button in the ribbon. The selected object appears behind all overlapping objects.

Note: You can select an object beneath other objects using the Object Selector tool and **Ctrl**. Click the Object Selector tool in the toolbox, press and hold **Ctrl**, and click the top object. As you continue to click, the objects below the top object are selected.

Related Topics
> Button information

Duplicate Button

The Duplicate button in the Selection ribbon lets you duplicate selected lines and shapes, as well as objects and symbols that you paste into ABC FlowCharter.

Related Topics
[Procedure information](#)
[Object Selector tool](#)

Duplicating Lines and Shapes

To duplicate objects:

1. Click the Object Selector tool in the toolbox.
2. Select the objects you want to duplicate.
3. Click the Duplicate button in the ribbon. ABC FlowCharter duplicates the selected objects and places them in the chart.

You also can duplicate an object using the **Shift** key. First, select the object in the chart. Next, point to the object, press **Shift**, and press the left mouse button. The pointer changes to a double rectangle. Drag the pointer to create the duplicate object.

Related Topics
Button information

Delete Lines Button

You can delete lines attached to selected shapes using the Delete Lines button in the Selection ribbon. Lines connected to the deleted lines also are deleted when you choose this option. This option makes it easy to delete specific lines without selecting them.

Related Topics

Procedure information
Object Selector tool

Deleting Lines Attached to Shapes

To delete lines attached to shapes:

1. Click the Object Selector tool in the toolbox.
2. Select the shapes to which the lines you want to delete are attached.
3. Click the Delete Lines button in the ribbon. The lines attached to the selected shapes are deleted.

Related Topics
Button information

Space/Align Shapes Button

The Space/Align Shapes button in the Selection ribbon lets you evenly space and align selected shapes in a chart. When you click the button, a dialog box opens. You use this dialog box to choose vertical or horizontal alignment and to specify the spacing you want between the shapes. You also choose whether the spacing distance is between the centers or edges of the shapes.

Related Topics

Dialog Box information
Procedure information
Object Selector tool

Space/Align Shapes Dialog Box

Spacing area
The Spacing area lets you set the horizontal or vertical spacing between the selected shapes. Depending on the Alignment button you choose, either the Horizontal or Vertical option is available. If you choose Space Only, both options are available. Click the Horizontal or Vertical option and type the amount of space you want.

Space Only option
Click the Space Only option if you want to set only the spacing. When you choose this option, you can set both horizontal and vertical spacing.

Distance Between options
These options let you determine whether ABC FlowCharter will calculate the distance between the selected shapes from the shape centers or edges. You can set different amounts for edge-to-edge spacing and center-to-center spacing.

Alignment area
The Alignment area contains six buttons that represent the horizontal and vertical alignment options available. Click the button that displays the type of alignment you want.

Note: The settings in the Space/Align Shapes dialog box do not affect the Smart Shape Spacing preferences you set in the Preferences dialog box. The Space/Align Shapes dialog box affects only the shapes currently selected in the chart.

Related Topics
    Button information
    Procedure information

Link Button

The Link button in the Selection ribbon lets you link charts together. After the charts are linked, you can double click a designated shape in one chart to open the linked chart.

This button lets you create hierarchies among charts. One chart can provide an overview of the main topics and contain links to subcharts that provide detailed information about the various topics.

Symbols and shadows can be used to identify shapes that open linked charts. The symbols, which you can define, appear after shape numbers.

You can use the Index window to view chart links and quickly display shapes in various charts.

Related Topics
    Dialog Box information
    Procedure information
    Grouping and linking objects
    Opening linked charts
    Clearing links
    Object Selector tool

Link Dialog Box

The Link dialog box opens when you click the Link button in the ribbon.

You can use the Link option to link to charts, clear a link, or link a shape to a group of objects. The active chart contains the shape or shapes you use to open the linked chart.

Link To text box
Type the name of the chart to which you want to link the selected chart.

Link Now option
Click the Link Now option to link to and open a chart. When you click OK, you set the link and open the chart selected in the Link dialog box.

Group and Link option
The Group and Link option lets you group selected objects in a chart and automatically move them to another chart. The group is replaced with the shape selected in the shape palette. You use this shape to open the linked chart that contains the grouped objects.

You can use group links to create hierarchies in a chart. For example, you can use one chart as an overview of a process and then set links to charts that contain detailed information about the minor steps in the process.

Set Link option
Click the Set Link option to link to a chart only (without opening the chart). When you click OK, you set the link to the chart selected in the Link dialog box and return to the active chart.

Clear Link option
Click the Clear Link option to clear a link between charts if you decide you no longer need it.

Link Fields check box
Click the Link Fields option to link to the data fields in the chart.

Browse option
Click the Browse option to locate the chart to which you want to link. When you click Browse, the Browse Link To dialog box opens.

Related Topics
    Command information
    Procedure information
    Grouping and linking objects
    Opening linked charts
    Clearing links

Browse Link To Dialog Box

Filename text box
Type the name of the file you want to link to in the Filename text box.

Files list box
Charts have an AF3 extension. The Files list box displays the filenames in the current directory.

In the Files list box, type the first letter of a filename to move the cursor to the files beginning with that letter.

File Types list box
The File Types list box contains the file formats that ABC FlowCharter supports. Click the down arrow to the right of the list box to display the file formats, then choose the one you want.

Directory list box
The Directory list box displays directories on the current drive.

To see the filenames in another directory, choose the directory name or type the directory name separated with backslashes. For example, type **c:\abc**, and press **Enter**. The filenames associated with the specified drive and directory appear in the list box.

To quickly back up one or more directories, double click the directory you want.

Drive list box
The Drive list box displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory list box.

Related Topics
    Browsing for a chart

Browsing for a Chart

Click the Browse button to choose a chart to which you want to link.

To browse for a chart:

1. Click Browse. The Browse Link To dialog box opens.
2. Choose the drive and directory that contains the chart you want.
3. Click the chart to which you want to link.
4. Click OK. You return to the Link dialog box.

Related Topics
Browse Dialog Box

Creating Links

To link a shape to another chart:

1. Click the Object Selector tool in the toolbox.
2. Select the shape or shapes in the active chart you want to link.
3. Click the Link button in the ribbon. The Link dialog box opens, and the name of a new chart appears in the Link To text box.

Note: You can select the shape you want to link and press Shift to open the Link dialog box.

4. Click the Browse button if you want to link to a chart other than the new chart named in the Link To text box. Click OK when you have selected the chart name.
5. Click Link Now or Set Link.
6. Click OK.

The link indicators selected in the Preferences dialog box appear on the shape selected for linking.

Related Topics

Command information
Dialog Box information
Grouping and linking objects
Opening linked charts
Clearing links

Grouping and Linking Objects

Click the Link button in the ribbon to group and link selected objects.

To group and link objects:

1. Click the shape in the shape palette you want to use to open the linked chart.
2. Click the Object Selector tool in the toolbox.
3. Select the objects in the chart you want to group and link.
4. Click the Link button in the ribbon. The Link dialog box opens.
5. Click Browse if you want to link to a chart other than the new chart named in the Link To text box. Select the chart you want and click OK.
6. Click Group and Link.
7. Click OK. The selected objects are removed and placed in the chart named in the Link dialog box.

Opening Linked Charts

You use a linked shape to open a linked chart. The link indicators selected in the Preferences dialog box appear in linked shapes.

To open a linked chart:

· Double click the linked shape. The linked chart opens in the window and becomes the active chart.

Related Topics
Mouse shortcuts for Launch and Link

Clearing a Link

Use the Link dialog box to clear a link from a shape.

To clear a link:

1. Click the Object Selector tool in the toolbox.
2. Select the linked shape.
3. Click the Link button in the ribbon. The Link dialog box opens.
4. Click Clear Link.
5. Click OK. The link between the two charts is removed, and the link indicators on the shape disappear.

Launch Button

The Launch button in the Selection ribbon lets you launch other applications from within ABC FlowCharter.

ABC FlowCharter also lets you pass attached chart and shape information to the other application when you launch it or to an application that already is open. You can send the attached information to files in other programs, such as a Microsoft Excel spreadsheet.

Launching lets you open other applications without using the Program Manager.

Related Topics
    Dialog Box information
    Procedure information
    Setting a shape to launch an application
    Clearing a launch
    Object Selector tool

Launch Dialog Box

The Launch dialog box lets you set options for launching.

Command Line
You can type the command line or create one by attaching information as described below. Any attached information must follow the command line format of the launched application. The command line is limited to 128 characters, including the path and file name.

Starting Directory
Use the Starting Directory text box to specify which directory you want to appear when you first open a file in the launched application.

Action options
- Click the Launch Now button to set the selected shape for launching and to launch the chosen application. When you click OK, the application launches and the selected information is sent to it.
- Click the Set Launch button to set the Command Line without actually launching the chosen application. When you click OK, the shape is set to launch the application and you return to the active chart.
- Click the Clear Launch button to clear the Command Line if you decide you no longer want to use a shape to launch an application.

Attach options
- Click the Chart Name check box to attach the chart name (the name of the active chart) to the Command Line.
- Click the Shape Number check box to attach the shape number (the number of the shape used to launch the application) to the Command Line.
- Click the Shape Text check box to attach the shape text (the text inside the shape used to launch the application) to the Command Line.

The information you select is attached to the Command Line when you launch the application.

Browse button
Click the Browse button to add a file name to the Command Line.

Related Topics
Command information
Procedure information
Setting a shape to launch an application
Clearing a launch

Browsing for a File

Click the Browse button to choose a file that you want to launch.

To browse for a file:

1. Click Browse. A dialog box opens.
2. Choose All Programs in the File Type list box to display all program filenames; choose All Files to display all filenames.
3. Choose the drive and directory that contains the file you want.
4. Click the filename or program name you want.
5. Click OK. You return to the Launch dialog box. The selected filename or program name appears in the Command Line.

Launching an Application

You use the shape you set for launching to launch an application. The launch indicator selected in the Indicator Options dialog box appears in shapes set for launching.

To launch an application:

· Press and hold **Ctrl** and double click the shape you set for launching. The application opens.

Related Topics
Command information
Dialog Box information
Setting a shape to launch an application
Clearing a launch
Mouse shortcuts for Launch and Link

Setting a Shape to Launch an Application

To set a shape to launch an application:

1. Click the Object Selector tool in the toolbox.
2. Select the shape in the chart you want to use to launch the application.
3. Click the Launch button in the ribbon. The Launch dialog box opens.
4. Type the information you want to pass to an application in the Command Line text box. This information may be the name of the file you want to open. Click Browse to locate a filename, and click OK when you have located the filename.
5. Type the path name in the Starting Directory text box for the directory you want selected when you open a file in the launched application.
6. Click Launch Now or Set Launch.
7. Click the check boxes beside the items you want to attach to the Command Line.
8. Click OK. The launch indicators selected in the Preferences dialog box appear on the shape.

Clearing a Launch

To clear a launch:

1. Click the Object Selector tool in the toolbox.
2. Select the shape in the chart used to launch an application.
3. Click the Launch button in the ribbon. The Launch dialog box opens.
4. Click Clear Launch.
5. Click OK. The launch indicators on the shape disappear.

Shape Palette Button

The Shape Palette button opens and closes the Shape Palette. The Shape Palette displays the shapes that you can place in a chart, and contains the Palette menu.

You can make the Shape Palette appear on the screen and use it to place shapes in a chart. When you open ABC FlowCharter for the first time, a set of commonly used symbols appears in the Shape Palette. The name of the Shape Palette appears in the palette's title bar. The available shapes appear as buttons in the palette.

Many additional shapes are available in the Shape Palette files included with the program. (See the *Appendix A* of "ABC FlowCharter User's Guide" for a complete list of available palettes and shapes, and information on how you can use them.)

Related Topics
Palette menu
Shape tool
Opening, closing, and moving the Shape Palette
Resizing the Shape Palette

Palette Menu

The Shape Palette has a Palette menu with the following commands.

Open	Lets you open a Shape Palette.
Edit	Lets you rearrange shapes.
Preferences	Lets you select settings for the Shape Palette.
Shape Properties	Lets you set attributes for the shapes.

Related Topics
Shape Palette button

Open Command (Palette Menu)

The Open command lets you open a Shape Palette.

Related Topics
Dialog Box information
Procedure information
Palette menu

Open Palette Dialog Box

When you choose the Open command, the Open Shape Palette dialog box opens. Use this dialog box to locate and open the Shape Palette file you want.

Shape Palettes list box
The Shape Palettes list box displays the available Shape Palettes in ABC FlowCharter.

New button
Click the New button to open the New Palette dialog box, which lets you create new Shape Palettes.

Add button
Click the Add button to open the Add Palette dialog box, which lets you add Shape Palette files that were previously removed or a palette file stored on another disk.

Remove button
Click the Remove button to remove the highlighted Shape Palette from the Shape Palettes list.

Related Topics
Command information
Procedure information
Adding a Shape Palette
Creating a new Shape Palette file
Removing Shape Palette files

Opening a Different Shape Palette

To open a different Shape Palette:

1. Open the Shape Palette.
2. Open the Palette menu and choose Open. A dialog box opens. The available palette files are displayed on the left.
3. Click the Shape Palette file you want to open.
4. Click OK. The selected Shape Palette opens on the screen.

Related Topics

Command information
Dialog Box information
Adding a Shape Palette
Creating a new Shape Palette file
Removing Shape Palette files

New Palette Dialog Box

The New Palette dialog box lets you create new, empty Shape Palette files. You can then add the shapes you want to the palette.

Name text box
Type a name for the new Shape Palette in the Name text box.

Click OK to create a new Shape Palette file.

Related Topics
    Procedure information

Creating New Shape Palette Files

To create a new Shape Palette:

1. Open the Shape Palette.
2. Open the Palette menu and choose Open. A dialog box opens.
3. Click the New button. The New Palette dialog box opens.
4. Type the name you want for the new Shape Palette file.
5. Click OK. The name you typed appears in the Shape Palettes list box. The extension AFP is automatically added to the file name.
6. Click OK. A new, empty Shape Palette opens.

Note: When you create a new Shape Palette, a new .AFP file is created on your hard drive. When you click the Remove button, the .AFP file is not deleted from your hard drive. The Remove button only removes the palette name from the Shape Palettes list.

Related Topics
Dialog Box information

Add Palette Dialog Box

The Add Palette dialog box lets you add Shape Palette files so you can open them and use them in charts. For example, you could add a palette file that you previously removed or a palette file stored on another disk.

File Name text box
Type the name of the file you want to open in the File Name text box.

Files list box
Shape Palettes have an AFP extension. The Files list box displays the file names in the current directory.

In the Files list box, type the first letter of a file name to move the cursor to the files beginning with that letter.

File Types list box
The File Types list box contains the file formats that ABC FlowCharter supports. (Version 1.1 supports AFP file format.) Click the down arrow to the right of the list box to display the file formats, then choose the one you want.

Directory list box
The Directory list box displays directories on the current drive.

To see the file names in another directory, choose the directory name or type the directory name separated with backslashes. For example, type **c:\abc\palettes**, and press **Enter**. The file names associated with the specified drive and directory appear in the list box.

To quickly back up one or more directories, double click the directory you want.

Drive list box
The Drive list box displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory list box.

Related Topics
    Procedure information

Adding a Shape Palette

To add a Shape Palette:

1. Open the Shape Palette.
2. Open the Palette menu and choose Open. A dialog box opens.
3. Click the Add button. The Add Palette dialog box opens.
4. Choose the drive and double click the directory in which the Shape Palette file you want is stored. The available Shape Palette files are displayed on the left.
5. Click the Shape Palette file you want.
6. Click OK. The selected Shape Palette file is added to the Shape Palettes list box.

Note: If you add a palette file stored on a floppy or shared disk, the file is also automatically copied to your local disk.

Related Topics
  Dialog Box information
  Removing Shape Palette files

Removing Shape Palette Files

You can remove a Shape Palette file from the Shape Palettes list when you no longer need it.

To remove a Shape Palette file:

1. Open the Shape Palette.
2. Open the Palette menu and choose Open. A dialog box opens.
3. Click the Shape Palette file you want to remove.
4. Click the Remove button. The selected Shape Palette file is removed from the Shape Palettes list. (The file is not deleted from the disk; it is only deleted from the list of available palette files.)
5. Click OK to close the dialog box.

Note: You can remove any palettes shipped with ABC FlowCharter, except for the default palette (TPM.AFP). This is to ensure that you have an available shape palette.

Related Topics
Adding a Shape Palette

Edit Command (Palette Menu)

The Edit command lets you rearrange the shapes and change the shape properties in the Shape Palette.

Related Topics

Dialog Box information
Adding shapes from other palettes
Deleting shapes from a Shape Palette
Rearranging shapes in a Shape Palette
Palette menu

Edit Palette Dialog Box

When you choose the Edit command, the Edit Palette dialog box opens. Use this dialog box to add and delete shapes and to copy shapes from other Shape Palettes.

Shapes list
The Shapes list contains the shapes that are available to edit in the open Shape Palette file. Click a shape to highlight it, then choose the option you want.

Delete button
Click the Delete button to remove the highlighted shape from the Shape Palette.

Paste button
Click the Paste button to <u>create compound shapes</u> or <u>import shapes from other applications</u>.

Open button
Click the Open button to open the <u>Open Palette dialog box</u>.

Properties button
Click the Properties button to open the <u>Shape Properties dialog box</u>.

Related Topics
<u>Command information</u>
<u>Adding shapes from other palettes</u>
<u>Deleting shapes from a Shape Palette</u>
<u>Rearranging shapes in a Shape Palette</u>
<u>Importing shapes from other applications</u>
<u>Creating compound shapes</u>

Creating Compound Shapes

To create a compound shape in ABC FlowCharter and add it to the Shape Palette:

1. Draw the shapes and lines that compose the compound shape in ABC FlowCharter. The shape can be made up of multiple shapes and lines.
2. Select the new shape. Make sure you select all the lines and shapes in the new shape.
3. Open the Edit menu and choose Copy.
4. Open the Shape Palette in which you want to store the new shape.
5. Open the Palette menu and choose Edit. The Edit Palette dialog box opens.
6. Click the Paste button. The Shape Properties dialog box opens with the new shape inside it.
7. Name the shape, define the connect points on it, and choose other shape property options.
8. Click OK in the Shape Properties dialog box when you are finished. The new shape, along with its name, is added to the shape list.
9. Click OK in the Edit Palette dialog box. The shape appears as a button in the Shape Palette. You now can place it like other shapes.

Related Topics

Adding shapes from other palettes
Deleting shapes from a Shape Palette
Rearranging shapes in a Shape Palette
Importing shapes from other applications

Importing Shapes from Other Applications

You can create a custom shape in a Windows drawing, painting, or image editing program and insert it into a Shape Palette. Any picture (monochrome, color vector, or bitmap less than 64K) that you can copy from a Windows application can be pasted into the Shape Palette. When you paste the new shape into the Shape Palette, you can name the shape, adjust its number and text area, define connect points, and choose other properties like any other shape.

To add a shape from another application to ABC FlowCharter:

1. Create the shape in the other application.
2. Select the shape you want in the other application.
3. Copy the shape to the Clipboard.
4. Open ABC FlowCharter, if necessary.
5. Open the Shape Palette in which you want to store the new shape.
6. Open the Palette menu and choose Edit. The Edit Palette dialog box opens.
7. Click the Paste button. The Shape Properties dialog box opens with the new shape inside it.
8. Name the shape, define the connect points on it, and choose other shape property options.
9. Click OK in the Shape Properties dialog box when you are finished. The new shape, along with its name, appears at the bottom of the Current Palette shape list.
10. Click OK in the Edit Palette dialog box. The shape is inserted at the bottom of the Shape Palette.

Related Topics
Adding shapes from other palettes
Deleting shapes from a Shape Palette
Rearranging shapes in a Shape Palette
Creating compound shapes

Deleting Shapes from the Shape Palette

In some cases, you may not need to use certain shapes. You can delete the unnecessary shapes to reduce the Shape Palettes size.

To delete shapes from the Shape Palette:

1. Open the Shape Palette.
2. Open the Palette menu and choose Edit. The Edit Palette dialog box opens.

All the shapes in the active Shape Palette appear on the left. Use the scroll arrows and bar beside the shapes to scroll up and down the list of shapes. The shapes are listed in the order they appear from left to right and top to bottom in the Shape Palette. (For example, the shape in the upper-left corner of the palette is listed first, the shape to its right is listed second, and so on.)

3. Select the shapes you want to delete. **Shift**+Click to select a range of shapes; **Ctrl**+Click to select individual shapes that are not in order. Selected shapes are highlighted.
4. Click Delete. The selected shapes are removed from the list.
5. Click OK. The Shape Palette is redrawn without the deleted shapes.

Note: The changes you make to the Shape Palette are saved automatically. You can reinstall any of the original palettes using the Installation program. First delete or rename the files you want to reinstall, then run the Installation program, choose Custom, and choose to install ABC FlowCharter. (The installation process will be fast because the Installation file only replaces older or missing files.)

Related Topics
Adding shapes from other palettes
Rearranging shapes in a Shape Palette
Importing shapes from other applications
Creating compound shapes

Rearranging Shapes in the Shape Palette

As you work with ABC FlowCharter, you will probably find that you use some shapes more often than others. In this case, you might prefer to have the commonly used shapes appear in the most convenient areas of the Shape Palette. You also might want to organize related shapes together in the palette. ABC FlowCharter lets you easily arrange shapes any way you want. You can move shapes to the top or bottom of the palette or organize the shapes according to their functions.

To rearrange shapes in the Shape Palette:

1. Open the Shape Palette.
2. Open the Palette menu and choose Edit. The Edit Palette dialog box opens.
3. Select the shapes you want to rearrange. **Shift**+Click to select a range of shapes; **Ctrl+**Click to select individual shapes that are not in order. Selected shapes are highlighted.
4. Point to one of the selected shapes.
5. Press and hold the left mouse button, then drag up or down the shapes list. As you drag, the list automatically scrolls and an arrow marker shows the insertion point in the list.
6. Release the mouse button when the arrow marker appears where you want to insert the selected shapes. The selected shapes are inserted into the list at that point.
7. Click OK. The Shape Palette is redrawn with the shapes in the specified order.

Related Topics

Adding shapes from other palettes
Deleting shapes from a Shape Palette
Importing shapes from other applications
Creating compound shapes

Adding Shapes from Other Palettes

You can copy shapes from one Shape Palette to another. This lets you create your own Shape Palettes designed for specific purposes. For example, you could create a custom Shape Palette for quality management flowcharts, documentation flowcharts, software design flowcharts, or any purpose you want. (Many application-specific Shape Palettes are already provided in ABC FlowCharter.) On the other hand, you can add shapes you use often to one palette and work with this one palette on most of your projects. This saves you from having to open different palettes to access different shapes.

To copy shapes from a palette file into the active Shape Palette:

1. Open the Shape Palette.
2. Open the Palette menu and choose Edit. The Edit Palette dialog box opens.
3. Click Open. The Open Palette dialog box opens.
4. Choose the drive and double click the directory that contain the palette file you want.
5. Click the Shape Palette file you want.
6. Click OK. The Edit Palette dialog box expands and shows the shape list in the palette file you just opened on the right. The name of the palette file appears above the shapes.
7. Select the shapes you want to add to the active palette from the list on the right. **Shift**+Click to select a range of shapes; **Ctrl**+Click to select individual shapes that are not in order. Selected shapes are highlighted.
8. Click Add. The selected shapes from the list on the right are added to the Current Palette shape list on the left.
9. Repeat steps 3 through 8 to copy shapes from another palette file.
10. Click OK. The Shape Palette is redrawn to include the added shapes.

Related Topics
Deleting shapes from a Shape Palette
Rearranging shapes in a Shape Palette
Importing shapes from other applications
Creating compound shapes

Preferences Command (Palette Menu)

The Preferences command lets you select settings for the Shape Palette.

Related Topics

    Dialog Box information

    Procedure information

    Palette menu

Palette Preferences Dialog Box

When you choose the Preferences command, the Palette Preferences dialog box opens. Use this dialog box to change the title of the Shape Palette and the size of the shape buttons.

Title Bar text box
You can change the name that appears in the Shape Palettes title bar by typing a new name in the Title Bar text box. You might want to assign the palette a name that reflects the shapes in it, such as QA Shapes or Process Shapes. ABC FlowCharter automatically saves the assigned name in the Shape Palette file.

Icon Size in Pixels
If the shape buttons are too large or too small for your needs, you can resize them by typing the size in the Width and Height boxes. By decreasing the size of the buttons, you can reduce size of the Shape Palette and still see all the buttons. If you want to see a bit more detail in the shapes, you can increase the size of the buttons.

Related Topics
Command information
Procedure information

Customizing a Shape Palette

To customize a Shape Palette:

1. Open the Shape Palette.
2. Open the Palette menu and choose Preferences. The Palette Preferences dialog box opens.
3. Select the Title Bar text box.
4. Type the name you want.
5. Select the Width and Height text boxes and type the width and height, respectively, you want. You can specify a number from 15 to 50 for each field.
6. Click OK.

Related Topics
Command information
Dialog Box information

Shape Properties Command (Palette Menu)

The Shape Properties command lets you select important attributes for each shape.

Related Topics
    [Dialog Box information](#)
    [Procedure information](#)

Shape Properties Dialog Box

The Shape Properties dialog box shows a picture of the selected shape, the shape number location, and the text area, along with the tools and buttons used to change the properties.

Name text box
Use the Name text box to assign specific names to shapes. The name of the shape appears in the Shape ribbon when the shape is selected in the Shape Palette.

Object Selector tool
Use the Object Selector tool on the left to move the number and connect points and move and resize the text area and picture.

Connect Point button
Use the Connect Point button to add connect points to a shape. (Connect points are the points at which lines attach to a shape.) You can place the connect points anywhere inside the work area of the shape.

Delete Point button
Use the Delete Point button to delete selected connect points. You can delete only up to the last connect point.

Grid button
Click the Grid button to turn the grid on and off in the dialog box.

Size text boxes
Use the Width and Height text boxes to define the palette size for a shape. When you place a shape in the chart using the Palette Size option, the shape is drawn at the size specified in the Width and Height boxes.

Maintain Proportions option
Select the Maintain Proportions option to maintain the ratio between the width and height of the shape when you resize it in the chart.

Allow Styling option
Select the Allow Styling option if you want to change the color, fill pattern, or border of the shape after it is placed in the chart. Deselect the Allow Styling option if you want the shape to revert to its original colors and styles (when it was brought into ABC FlowCharter). When Allow Styling is not selected, you are not able to change the colors and style attributes of the shape in ABC FlowCharter.

Related Topics
    Command information
    Procedure information

Changing Shape Properties

Choose the Shape Properties command in the Palette menu to change shape properties. The shape properties you can change include the name of the shape, its connect points, and number and text area positions.

To change the properties of a shape:

1. Click the shape you want in the Shape Palette.
2. Open the Palette menu and choose Shape Properties. The Shape Properties dialog box opens.
3. Change the properties you want.
4. Click OK.

Note: The properties you define are applied only to the selected shape in the palette. If you want to change shape properties for a selected shape in a chart, use the Shape Properties button in the Shape ribbon.

Related Topics
Command information
Dialog Box information
Changing connect points
Changing the properties of placed shapes
Defining the palette shape size
Maintaining the proportions of a shape
Maintaining the styling of a shape
Moving the picture, number, and text area
Resizing the picture and text area
Using the grid

Using the Grid

You can use the grid to help you make changes to the work area. When the grid is on, the connect points, picture, and text area snap to the grid lines.

To turn the grid on and off:

· Click the Grid button in the Shape Properties dialog box. When the button is selected (depressed), the grid is on.

Related Topics
Changing shape properties

Moving the Picture, Number, and Text Area

A picture, rectangle, and # symbol appear inside the shape work area in the Shape Properties dialog box. The picture represents the actual shape (such as a square, diamond, or floppy disk). The rectangle represents the text area and the # symbol represents the shape number. The # symbol represents where the number of the shape and any special indicators (such as a note or launch indicator) appear in the shape. The text area represents where the text you enter inside the shape appears. For some shapes, you might want the text to appear at the top and the number to appear at the bottom of the shape. You can place the picture and text area anywhere inside the work area of the shape.

To move the picture, # symbol, or text area:

1. Click the shape you want in the Shape Palette.
2. Open the Palette menu and choose Shape Properties. The Shape Properties dialog box opens.
3. Click the Object Selector tool in the Shape Properties dialog box.
4. Select the picture, # symbol, or text area.

Note: You only can move the # symbol if you select the text area first.

5. Point to the selected item, press and hold the left mouse button, and drag the picture or text area where you want it to appear in the shape. Drag the # symbol to the left, center, or right side of the first line of the text area.
6. Release the mouse button when you are finished.
7. Click OK. The changes are used in new shapes you place in the chart.

Related Topics
Resizing the picture and text area
Changing shape properties

Resizing the Picture and Text Area

In some cases, you might want the text area to fill the entire interior of a shape or just a small part of the shape. You can change the width and height of the text area to show a lot or a little text. If you make the text area small and enter a lot of text inside a shape, only the text that fits in the specified text area appears on the screen. You can use the Fit Shape button to expand the shape to show all the text you entered.

You also can change the size of the picture. This could be useful if you want to make more room for the text area.

To resize a picture or text area:

1. Click the shape you want in the Shape Palette.
2. Open the Palette menu and choose Shape Properties. The Shape Properties dialog box opens.
3. Click the Object Selector tool in the Shape Properties dialog box.
4. Select the picture or text area. Handles appear on the selected item.
5. Point to one of the handles.
6. Press and hold the left mouse button, then drag the handle until the picture or text area is the size you want. Drag toward the center to decrease size; drag away from the center to increase size.
7. Release the mouse button when you are finished.
8. Click OK. The changes are applied to any new shapes you place in the chart.

Related Topics
Moving the picture, number, and text area
Changing shape properties

Changing Connect Points

ABC FlowCharter lets you add, move, and delete connect points on a shape. When you draw a line to a shape, the end point of the line "snaps" to a connect point on the shape. By changing the connect points, you can choose where lines connect to a shape.

To move a connect point:

1. Click the shape you want in the Shape Palette.
2. Open the Palette menu and choose Shape Properties. The Shape Properties dialog box opens.
3. Click the Object Selector tool in the Shape Properties dialog box.
4. Select the connect point you want to move.
5. Point to the connect point, press and hold the left mouse button, and drag the connect point where you want it to appear.
6. Release the mouse button when you are finished.

You can **Shift**+Click the left mouse button to select multiple connect points.

Note: You can use the **Arrow** keys to move connect points. Turn the grid on and press an **Arrow** key to move the point by 1 grid increment. Turn the grid off and press an **Arrow** key to move by 1 pixel.

To delete connect points:

1. Click the Object Selector tool in the Shape Properties dialog box.
2. Select the connect point you want to delete. Press **Shift**+Click to select multiple connect points. A box appears around each selected connect point.
3. Click the Delete Point button, or press **Del**. The selected connect points are deleted.

To add connect points:

1. Click the Connect Point button in the Shape Properties dialog box.
2. Point to where you want the connect point to appear on the shape.
3. Click the left mouse button. A connect point appears where you clicked.

Note: If the grid is turned on, the point snaps to the nearest intersection of the grid lines.

4. Repeat steps 2 and 3 to add more connect points.

When you are finished modifying connect points, click OK in the Shape Properties dialog box to save your changes and close the dialog box, or press Cancel to discard your changes.

Related Topics
Changing shape properties

Defining the Palette Shape Size

You can define the palette size for shapes. When you place the shape in a chart using the Palette Size option, the shape is drawn at the chosen size. The width and height you define are used for shapes you place in a chart until you change the size.

To define the palette size for a shape:

1. Click the shape you want in the Shape Palette.
2. Open the Palette menu and choose Shape Properties. The Shape Properties dialog box opens.
3. Type the width and height you want for the shape into the Width and Height fields, respectively. The units are either inches or centimeters, depending on the units selected in the Page Layout dialog box.
4. Click OK. When you select the Palette Size sizing option in the Preferences dialog box and place the shape, the shape appears at the chosen palette size.

Related Topics
Changing shape properties

Maintaining the Proportions of a Shape

ABC FlowCharter lets you maintain the proportions of shapes in a chart. If you choose to maintain the proportions of a shape, the ratio between its height and width (proportions) is maintained when you resize it in a chart.

To choose to maintain the proportions of a shape:

1. Click the shape you want in the Shape Palette.
2. Open the Palette menu and choose Shape Properties. The Shape Properties dialog box opens.
3. Select the Maintain Proportions box to maintain the proportions during resizing; deselect the box to allow non-proportional resizing.
4. Click OK. When you place new shapes in a chart and resize them, the shapes resize proportionally.

Related Topics
Changing shape properties

Maintaining the Styling of a Shape

You can choose whether you want to change the border and fill of a shape. In some cases, you may want to keep its border style, thickness, and border and fill color. For example, if you add a shape from a drawing program and the shape contains numerous colors, you may want to make sure its original colors are maintained.

The border and fill changes are called "styling" changes. If you allow styling for a shape, you will be able to change its border and fill attributes; if you do not allow styling, its original border and fill attributes will not change if you try to modify them in a chart.

To choose to allow or prevent styling for a shape:

1. Click the shape you want in the Shape Palette.
2. Open the Palette menu and choose Shape Properties. The Shape Properties dialog box opens.
3. Select the Allow Styling box to allow the border and fill attributes of a shape to be changed; deselect the box to prevent changes.
4. Click OK when you are finished. The styling option is applied to new shapes you place in a chart and remains in effect until you change it.

Related Topics
    Changing shape properties

Changing the Properties of Placed Shapes

You can change the properties for shapes already in a chart. This lets you assign specific names, connect points, and other properties to shapes without changing the properties of the shapes you place later.

To change the properties of shapes in a chart:

1. Select the shape you want in the chart.
2. Click the Shape tool in the toolbox.
3. Click the Shape Properties button in the ribbon.

The Shape Properties dialog box opens. The properties you define are applied only to the selected shape in the chart.

Related Topics
    Changing shape properties

Opening, Closing, and Moving the Shape Palette

If you do not need to use the Shape Palette and want to free some space on the screen, you can move the palette out of the way, or close it and reopen it later.

To close the Shape Palette:

· Click the Shape Palette button at the bottom of the ABC FlowCharter window or double click the Control menu box on the palette. The Shape Palette closes.

To open the Shape Palette:

· Click the Shape Palette button. The Shape Palette opens.

You also can move the Shape Palette to a convenient location on the screen.

To move the Shape Palette:

1. Point to the Shape Palettes title bar.
2. Press and hold the left mouse button, then drag the palette until it appears where you want it.
3. Release the mouse button when you are finished.

Related Topics
Changing shape properties

Resizing the Shape Palette

ABC FlowCharter lets you resize the Shape Palette. You can make it smaller to free additional screen space or change its orientation to make it wider or taller.

Note: If you substantially reduce the Shape Palettes size, some shape buttons might be hidden.

To resize the Shape Palette:

1. Point to the border around the Shape Palette. The pointer changes to the resize pointer. Point to a corner to resize the palette horizontally and vertically.
2. Press and hold the left mouse button, then drag until the palette is the size you want.
3. Release the mouse button when you are finished.

Related Topics
    Changing shape properties

Pasting in New Shapes

ABC FlowCharter lets you create new shapes for use in the program. You can paste new shapes into the Shape Palette and then use them over and over in your charts.

The new shapes can come from a variety of sources. You can create a new shape in ABC FlowCharter, including compound shapes, that is, a shape composed of two or more shapes (like a paper form). Or you can create a custom shape in a drawing program (such as Designer) or a painting or image-editing program (such as Picture Publisher) and paste it in as an ABC FlowCharter shape.

This feature lets you create and use custom shapes in your charts. You can draw shapes to represent unique steps or objects and use them in your charts.

New shapes can be added to a palette from many sources, including

- Other palette files
- Combinations of other ABC FlowCharter shapes
- Computer clip art libraries
- Drawings (from programs such as Micrografx Designer(TM))
- Scanned images and pictures (from programs such as Picture Publisher®)

After you paste a new shape into a Shape Palette, you can use the new shape just like any other ABC FlowCharter shape.

Related Topics
  Creating compound shapes
  Importing shapes from other applications

Working with Shapes

Choosing the Current Shape Settings

ABC FlowCharter lets you choose the settings for new shapes you place in a chart.

The current shape settings include the border and shadow style, fill pattern and color, and border width and color. The current shape settings appear in the Sample button in the Shape ribbon.

To choose the current shape settings:

1. Click the Shape tool in the toolbox.

Note: Make sure that no shapes are currently selected, or the changes you make will be applied only to the shape that is selected, not new shapes.

2. Choose the border style, shadow style, fill pattern, width, and color in the ribbon that you want to apply to new shapes you place in a chart. The settings you choose appear in the Sample button in the ribbon.

Make sure you do not have a shape selected when you change shape settings. If you have a shape selected, the changes will affect only the selected shape, not new shapes that you place.

Note: You also can choose a preferred shape setting in the Preferred Shape Settings menu.

Related Topics
    Working with shapes

Choosing the Border Style ⚠️

ABC FlowCharter lets you choose different line styles for shape borders. A shape border includes not only the outside part of a shape, but any interior lines used in the shape (for example, the concentric circles on the inside of a 5.25" floppy disk shape). ABC FlowCharter provides many useful border styles, including solid, dashed (available only as a hairline), and center lines.

You can use different border styles to identify shapes with a particular meaning or just to call attention to certain shapes.

To choose a border style:

1. Select a shape in the chart.
2. Click the Shape tool in the toolbox.
3. Click the Border Style button in the ribbon. The Border Style menu opens.
4. Click the border style you want. The style is applied to the selected shape.

Related Topics
Choosing Preferred Shape Settings
Choosing the Border, Shadow, and Fill Color
Choosing the Border and Shadow Width
Choosing the Shadow Style
Choosing Current Shape Settings
Choosing Current Line Settings
Choosing Current Text Settings
Working with shapes

Choosing the Shadow Style

ABC FlowCharter lets you automatically add a drop shadow to shapes. You can choose one of four different positions for the shadow.

To choose a shadow style:

1. Select a shape in the chart.
2. Click the Shape tool in the toolbox.
3. Click the Shadow Style button in the ribbon. The Shadow Style menu opens.
4. Click the shadow position you want. The shadow is applied to the selected shape. (Shadows cannot be applied to shapes with transparent fills.)

Note: Shadows cannot be applied to shapes with transparent fills. Shadows are one of the ways of indicating that a shape has a link, launch, or note. If you have chosen this option, you can change the position of the shadow, but you cannot choose no shadow.

Related Topics
Working with shapes

Choosing the Fill Pattern

You can choose from a wide selection of patterns for filling shapes. Different fill patterns can be used to differentiate flows and to identify individual shapes. For example, you could use a gray fill to identify incomplete processes and a white fill to identify complete processes. You can fill shapes with solid colors or one of the many patterns that come with ABC FlowCharter.

To choose a fill:

1. Select a shape in the chart.
2. Click the Shape tool in the toolbox.
3. Click the Fill Pattern button in the ribbon. The Fill Pattern menu opens.
4. Click the fill pattern you want. The pattern is applied to the selected shape.

Related Topics
Working with shapes

Choosing the Border and Shadow Width

ABC FlowCharter lets you choose the width of borders and shadows. You can vary the width to customize shapes and achieve the visual effect you want. You use the Apply buttons beside the shape Border Style and Shadow Style buttons to select what you want to affect.

To choose the border or shadow width:

1. Click the Shape tool in the toolbox.
2. Click the Apply button beside the Border Style button or the Shadow Style button. Press **Shift** and click to select more than one Apply button.
3. Click the up arrow in the ribbon to increase the width; click the down arrow to decrease the width. The width value changes. Five represents the maximum width; one represents the smallest border or shadow.

ABC Automation

BorderWidth Property

ShadowStyle Property

ShadowOffset Property

Related Topics
Working with shapes

Choosing the Border, Shadow, and Fill Color

ABC FlowCharter lets you choose the color of borders, shadows, solid fills, and fill patterns. You can use different colors to identify different flows, color code shapes, or just enhance a charts appearance. You use the Apply buttons beside the Border Style, Shadow Style, and Fill Pattern buttons to select the attributes you want to color.

To choose the border, shadow, or fill color:

1. Click the Shape tool in the toolbox.
2. Click the Apply button beside the Border Style, Shadow Style, or Fill Pattern button. Press **Shift** and click to select more than one Apply button.
3. Click the color you want in the ribbon. The selected color is checked in the ribbon and applied to the border, shadow, or fill, depending upon the Apply button you selected.

ABC Automation
   Color Property
BorderColor Property
FillColor Property
ShadowColor Property

Related Topics
   Working with shapes

Placing Shapes in a Chart

You can place shapes in a chart to represent certain information. After you place the shapes, you can connect them with lines to show the flow of data. The appearance of new shapes is determined by the current settings, which are shown in the Sample button in the ribbon.

The method for placing shapes depends on the selected shape sizing option. If the selected shape sizing option is either Last Used in Chart or Palette Size, you place a shape by pressing and holding the left mouse button, and dragging it where you want it. If the Manual option is selected, you drag to draw the shape at the size you want.

Each new shape displays a number, if the Show Number option is selected. The number is based on the next number chosen for the Number tool.

To place a shape using the Last Used in Chart and Palette Size option:

1. Open the File menu and choose Preferences. The Preferences dialog box opens.
2. Choose the Last Used in Chart or Palette Size option. Click OK to close the dialog box.
3. Click the Shape Palette button at the bottom of the ABC FlowCharter window to open the Shape Palette, if necessary.
4. Click the shape you want in the Shape Palette.
5. Point in the chart.
6. Press and hold the left mouse button, and drag the shape where you want it.
7. Release the mouse button when you are finished.

Each time you click the left mouse button in the chart, the selected shape is placed in the chart. This lets you place as many copies of the same shape in the chart as you want.

Note: This option is available only when the Last Used in Chart or Palette Size option is selected in the Preferences dialog box.

Related Topics
    Working with shapes

Placing a Connected Shape

To make shapes connect easily, ABC FlowCharter lets you place a new shape and automatically connect it to another shape in the chart. The connecting line is drawn with the current line settings.

To place a connected shape:

1. Open the Shape Palette, if necessary.
2. Click the shape you want in the Shape Palette.
3. Point inside the shape to which you want to connect the new shape. The pointer shows two boxes connected with a line.
4. Press and hold the left mouse button, and drag the new shape where you want it. A line automatically connects the new shape to the other shape.

To place a shape using the Manual option:

1. Open the File menu and choose Preferences. The Preferences dialog box opens.
2. Choose the Manual option. Click OK to close the dialog box.
3. Open the Shape Palette, if necessary.
4. Click the shape you want in the Shape Palette.
5. Point in the chart.
6. Press and hold the left mouse button, and drag the pointer. A dotted outline of the shape appears. The outline shows the size of the shape.
7. Release the mouse button when the shape is the size you want. A new shape of the specified size appears in the chart.

Related Topics
Working with shapes

Adding Text to Shapes

You can add text to shapes to explain what step, process, or function each shape represents in your chart.

The text you enter inside shapes appears within the text area defined for the shape. The text area is an invisible box inside a shape that defines how much text is visible in the shape and where the text appears.

To add text to a shape:

1. Place a new shape in a chart or select an existing shape.
2. Type the text you want. The text you type appears in the text area in the shape. If the shape already contains text, the old text is replaced when you start typing.

Related Topics
   Working with shapes

Changing Shape Attributes

ABC FlowCharter lets you change the border and shadow style and fill pattern of shapes that are already in a chart. You also can change the width and color of borders and shadows and the color of fill patterns.

To change the attributes of a shape:

1. Select the shape or shapes you want to change.
2. Click the Shape tool in the toolbox.
3. Choose the border and shadow style, fill pattern, width, and color settings you want. The selected shape is redrawn with the chosen settings.

Note: If you are unable to change the border and fill attributes for a shape, the Allow Styling option might not be checked for the shape.

Note: If you change the fill pattern color and a selected shape contains a fill pattern, the selected color is used for the pattern in the selected shape.

Related Topics
    Working with shapes

Adding Preferred Shape Settings

As you create charts, you will probably find that you often reuse the same shape settings. For example, you might use the same border style and fill pattern for decision shapes in a certain flow. ABC FlowCharter lets you choose the settings you want to reuse and store them in a menu. These settings are called "preferred settings."

To add a preferred shape setting:

1. Click the Shape tool in the toolbox.
2. Choose the border and shadow style, fill pattern, width, and color settings you want in the Shape ribbon.
3. Click the Add Setting button in the ribbon. The shape settings are stored as a single menu item in the Preferred Shape Settings menu.

Note: You can add preferred shape settings to the menu with or without a shape selected in the chart. If multiple shapes are selected and they have conflicting attributes, the Add Setting button is gray.

Related Topics
    Working with shapes

Choosing Preferred Shape Settings

You use the Preferred Shape Settings menu to choose the preferred settings you want for shapes. If you select a shape before you choose a preferred shape setting, all the preferred setting information is applied to the selected shape.

To choose a preferred shape setting:

1. Click the Shape tool in the toolbox.
2. Select the shape you want to change.
3. Click the Sample button in the ribbon. The Preferred Shape Settings menu opens.
4. Click the preferred settings option you want. The setting is applied to the selected shape in the chart. If no shape is selected, the chosen setting appears in the Sample button and is used for the current shape settings.

Related Topics
Working with shapes

Deleting Preferred Shape Settings

When you no longer need a preferred shape setting and want to make room for another one, you can delete it.

To delete a preferred shape setting:

1. Make sure no shape is selected.
2. Click the Shape tool in the toolbox.
3. Click the Sample button in the ribbon.
4. Choose the preferred setting you want to delete from the Preferred Shape Settings menu. The chosen setting appears in the Sample button.
5. Click the Delete Setting button in the ribbon. The setting is removed from the Preferred Shape Settings menu.

Related Topics
Working with shapes

Shape Tool

The Shape tool lets you place shapes in a chart and choose shape attributes and properties.

You can use different shapes to represent steps, documents, events, and other information in charts.

Related Topics
[Shape tool options](#)
[Shape Properties button](#)
[Replace Shape button](#)
[Working with shapes](#)

Shape Tool Options

When the Shape tool is selected, the ribbon displays a set of buttons specific to this tool. The Shape tool buttons are described below.

Add Preferred Settings Button

The Add Preferred Settings button adds the settings currently selected for the tool to the Preferred Shape Settings menu.

Delete Preferred Settings Button

The Delete Preferred Settings button deletes the selected item from the Preferred Shape Settings menu.

Shape Sample Button

The Shape Sample button shows the current settings for shapes, including the border and shadow style and width, fill pattern, and color. The settings are applied to the next shape you place in your chart. When you click this button, the Preferred Shape Settings menu opens. Use this menu to choose settings you have saved and want to apply to new or existing shapes.

Apply Buttons

An Apply button appears beside the Border Style, Shadow Style, and Fill Pattern buttons. When the Apply button is selected, your width and color selections are applied to this option.

Border Style Button

The Border Style button lets you choose the border style you want (dashed line, solid line, and so forth). When you click the Border Style button, the Border Style menu opens. Use this menu to choose a border style option.

Shadow Style Button

The Shadow Style button lets you choose a drop shadow. When you click the Shadow Style button, the Shadow Style menu opens. Use this menu to choose a shadow option.

Width Box
The Width box shows the current width value for borders and shadows. The Width arrows let you increase or decrease the width of borders and shadows.

Fill Pattern Button

The Fill Pattern button lets you fill selected shapes with a solid color or a pattern. When you click the Fill Pattern button, the Fill Pattern menu opens. Use this menu to choose a fill pattern option.

Shape Ribbon Colors
The Shape Ribbon Colors can be applied to shape borders, shadows, and fill patterns. The color you choose is applied to the options you selected using the Apply buttons. When you double click a color, the Set Custom Color dialog box opens. Use this dialog box to choose a color or define a custom color.

Related Topics

Shape Properties Button

The Shape Properties button in the Shape ribbon lets you choose the properties for a selected shape in a chart. When you click the Shape Properties button, the Shape Properties dialog box opens. Use this dialog box to change the name of the shape, to edit its connect points and its number and text area, and to choose other shape property options.

Note: When you use the Shape Properties button, the properties you define are applied only to the selected shape in the chart.

Related Topics
    Dialog Box information
    Procedure information
    Shape tool options

Using the Shape Properties Button

To change the properties for a selected shape:

1. Select the shape for which you want to change properties.
2. Click the Shape tool in the toolbox.
3. Click the Shape Properties button in the ribbon. The Shape Properties dialog box for the selected shape opens.
4. Change the properties you want.
5. Click OK.

Note: The properties you define are applied only to the selected shape in the chart. Use the <u>Shape Properties command</u> in the Shape Palette to change the properties of shapes in palettes.

Related Topics
<u>Command information</u>
<u>Dialog Box information</u>

Replace Shape Button

The Replace Shape button in the Shape ribbon replaces the selected shapes in the chart with the shape currently selected in the Shape Palette.

When you replace shapes, the new shapes connect to the lines on the old shapes. ABC FlowCharter chooses the closest connect point on the new shapes.

ABC FlowCharter preserves shape numbers, colors, borders, patterns, and text size when the shape is replaced.

Related Topics
Procedure information
Shape tool options

Replacing Shapes

To replace shapes:

1. Select the shapes in the chart you want to replace.
2. Click the shape in the Shape Palette you want in place of the selected shapes.
3. Click the Replace Shape button in the ribbon. The shapes selected in the chart are replaced with the new shape.

Note: Any manually resized shape or shape that has been fitted to text (using the Fit Shape button) that is replaced will need to be resized again after you replace the shape.

Related Topics
Button information

Window Menu Commands

Click a command below to learn more about it.

<u>Tile</u>	Resizes and arranges all open chart windows so that a portion of each chart is visible.
<u>Cascade</u>	Arranges all open chart windows so that the title bar of each chart is visible.
<u>Arrange Icons</u>	Aligns all the chart icons in the ABC FlowCharter workspace.
<u>Chart List</u>	Displays the names of the charts currently open in ABC FlowCharter.
<u>Full Screen</u>	Shows all of the elements of your chart on the screen without menus or buttons.

Tile Command

The Tile command in the Window menu arranges all open chart windows side by side so that a portion of each chart is visible.

Related Topics
Procedure information
Window menu

Tiling Windows

To tile windows:

·   Open the Window menu and choose Tile.

Related Topics
     [Command information](#)

Cascade Command

The Cascade command in the Window menu overlaps all open chart windows diagonally in the order that they were created. The title bar of each chart is visible.

Related Topics

    Procedure information

    Window menu

Cascading Windows

To cascade windows:

· Open the Window menu and choose Cascade.

Related Topics
Command information

Arrange Icons Command

The Arrange Icons command in the Window menu aligns all the chart icons (charts that have been minimized) in the ABC FlowCharter workspace.

Related Topics

Procedure information
Window menu

Arranging Icons

To arrange window icons:

· Open the Window menu and choose Arrange Icons.

Related Topics
Command information

Chart List

The chart list in the Window menu displays the names of the charts currently open in ABC FlowCharter. The numbers indicate the order in which the charts were opened. A check mark indicates which chart is active.

Related Topics
>> Procedure information
>> Window menu

Activating an Open Chart

To activate an open chart:

·   Open the Window menu and choose the chart you want in the chart list.

Related Topics
    Command information

Full Screen Command ⚠

Choose the Full Screen command in the Window menu to show all of the elements of your chart on the screen without menus or buttons. Press **Esc** to return to the previous view.

Related Topics
    Procedure information
    Window menu

Using Full Screen View

You can use the Full Screen view when you want to show someone the chart and do a "chalk talk" about it. While you are in full-screen mode, you can draw on the screen. Press the left mouse button and drag to draw in red. Press the right mouse button and drag to draw in green. Press both buttons and drag to draw in yellow.

When you finish, press the **Esc** key to return to the previous view.

To use full-screen mode:

1. Choose the Full Screen command in the Window menu. ABC FlowCharter shows all of the elements of your chart on the screen without menus or buttons.
2. Press the left mouse button and drag to draw in red.
    or
    Press the right mouse button and drag to draw in green.
    or
    Press both mouse buttons and drag to draw in yellow.
3. Press the **Esc** key to leave the full-screen view.

The following keys are available in full-screen view.

·	**Esc**, **End**, **X**	Leave full-screen view
·	**Delete**, **Spacebar**, **E**	Erase chart annotations
·	**Tab**, **Page Down**, **N**	Go to the next chart window
·	**Shift+Tab**, **Page Up**, **P**	Go to the previous chart window

Related Topics
Command information
Changing your view of a chart

View Tool

The View tool provides three ways for you to view your work. Click an icon below to read more information about the button.

Click the <u>View Actual Size button</u> to view a chart at its actual size.

Click the <u>View Current Page button</u> to view the entire page on which you are working.

Click the <u>View Used Pages button</u> to see all the chart pages that contain objects.

Click the <u>View Zoom Percentage button</u> to open the Choose Zoom Percentage dialog box and select the view you wish.

Click the <u>View Selected Area button</u> to draw a box around the area that you want to zoom in on.

View Actual Size Button

This button in the View tools lets you see objects at their actual sizes. It is useful for selecting specific objects and precisely positioning objects and lines. If an object is selected in the chart when you click this button, ABC FlowCharter displays the chart at its actual size with the selected object centered in the window.

Note: If you do not select any objects, clicking the View Actual Size button matches the upper-left corner with the previous upper-left corner of the chart.

Related Topics
    Procedure information
    View tool

View Current Page Button

This button in the View tools lets you see the entire page on which you are working. It is useful for selecting a group of objects, quickly connecting shapes with lines, and roughly placing and moving objects.

Related Topics
Procedure information
View tool

View Used Pages Button

This button in the View tools lets you see all of the chart pages that contain objects. It is useful for getting an overall view of your chart, selecting and moving many objects at a time, and quickly making large-scale changes.

Related Topics

    Procedure information
    View tool

Changing Your View of a Chart

To change your view of a chart:

1. Select the object you want centered in the window, if you are changing to the actual-size view.
2. Click the View tool in the toolbox.
3. Click the view button you want. ABC FlowCharter displays the chosen view.

Related Topics
    Button information

View Zoom Percentage Button

This button in the View tools opens the Choose Zoom Percentage dialog box so you can choose the zoom level you wish.

Related Topics

Dialog Box information
Procedure information
View tool

Choose Zoom Percentage Dialog Box

The Choose Zoom Percentage dialog box opens when you choose the View Zoom Percentage button from the View tools. You use this dialog box to choose the zoom level you wish.

Magnification Area
Choose a predefined percentage of the actual size of the objects, or choose Custom and enter the percentage view you want, from 25 to 400.

Related Topics
    Button information
    Procedure information
    View tool

Choosing a Zoom Percentage

To choose a percentage view of a chart:

1. Select the object you want centered in the window.
2. Click the View tool in the toolbox.
3. Click the View Zoom Percentage button. The Choose Zoom Percentage dialog box opens.
4. Click the percentage of actual size that you wish. To specify a size from 25% to 400%, choose the Custom option and enter the value you want.
5. Click OK. The chart is redrawn at the percentage of the actual size that you specified.

Related Topics
    Button information
    Dialog Box information

View Selected Area Button

This button in the View tools lets you draw a box around the area you want to zoom in on.

Related Topics

[Procedure information](#)
[View tool](#)

Viewing a Particular Area

To view a particular area of a chart:

1. Click the View tool in the toolbox.
2. Click the View Selected Area button. The cursor changes.
3. Point to a corner of the area that you want to show.
4. Press and hold the mouse button.
5. Drag the cursor to the opposite corner of the area you want to show. As you drag, a box shows the area you have chosen.

If you wish, you can move the box while still holding the left mouse button. Press and hold the right mouse button and move the cursor. Release the right mouse button (while still holding the left mouse button) to continue changing the size of the box.

6. Release the mouse button. The chart is redrawn with the area you selected shown on the screen.

Related Topics
    Button information

Subject Index

A

B

Text Tool

You use the Text tool to type text blocks and text on lines and to edit text.

ABC FlowCharter gives you extensive control over the appearance of text. You can choose the any of the following to format your text.

- font
- size
- style
- color
- background
- alignment

Related Topics
Text tool options
Alignment Grid button
Text Background button
Fit Shape button
Using text in charts

Text Tool Options

When the Text tool is selected, the ribbon displays a set of buttons specific to this tool. The Text tool buttons are described below.
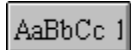
Add Preferred Settings Button

The Add Preferred Settings button adds the settings currently selected for the tool to the Preferred Text Settings menu.

Delete Preferred Settings Button

The Delete Preferred Settings button deletes the selected item from the Preferred Text Settings menu.

Select Text Style

The Select Text Style button shows the current settings for text, including the font, size, style, and color. The settings are applied to the next character you type. When you click the Text Sample button, the Preferred Text Settings menu opens. Use this menu to choose settings you have saved and want to apply to new or existing text.

Font Box

The Font box displays the name of the current font or the font of the text that contains the text cursor.

Size Box

The Size box shows the current point size or the point size of the text that contains the text cursor.

Style Buttons

Use the Style buttons to choose text styles. The available text styles are bold, italic, underline, and strikeout.

Text Ribbon Colors

The Text Ribbon Colors can be applied to text. When you double click a color, the Set Custom Color dialog box opens. Use this dialog box to choose a color or define a custom color.

Alignment Grid Button

The Alignment Grid contains nine squares, each representing a text alignment option that corresponds to the position of the square in the grid. Use the Alignment Grid in the Text ribbon to align text.

Text Background Button

The Text Background button lets you make the background of text opaque or transparent. When the Text Background button is selected, the background of text in selected text blocks, shapes, and line segments is opaque.

Fit Shape Button

The Fit Shape button resizes the selected shape or text block to fit the text inside it. This button is useful if some of the text in a shape or text block is not visible.

Related Topics
   Alignment Grid button
   Text Background button

Alignment Grid Button

You use the Alignment Grid in the Text ribbon to align text. The Alignment Grid contains nine squares, each representing a text alignment option that corresponds to the position of the square in the grid. For example, if you click the top-middle square, the selected text is aligned to the top and middle of the bounding box or text area.

The text is aligned relative to the text area. You can choose left, right, or center alignment. You also can align text at the top, middle, or bottom of the text area. Text on a line can be aligned only if it consists of two or more lines. The text is aligned within the text block. Text on a line can be centered, aligned left, or aligned right. Text on a line cannot be vertically aligned.

Related Topics
    Procedure information
    Text tool options

Aligning Text

To align text:

1. Click the Object Selector tool in the toolbox.
2. Select the shape or text block you want to align. Press **Shift** and click the left mouse button to select more than one text item.
3. Click the Text tool in the toolbox.
4. Click the square you want in the Alignment Grid in the ribbon. The selected text is aligned according to the position of the square you chose.

Related Topics
Button information

Text Background Button

The Text Background button in the Text ribbon lets you make the background of text opaque or transparent. When the Text Background button is selected, the background of text in selected text blocks, shapes, and line segments is opaque.

Related Topics

Procedure information

Text tool options

Making Text Backgrounds Opaque or Transparent

To make the text background opaque or transparent:

1. Click the Object Selector tool in the toolbox.
2. Select the shape, text block, or text on a line with the background you want to change. Press **Shift** and click the left mouse button to select more than one text item.
3. Click the Text tool in the toolbox.
4. Click the Text Background button in the ribbon.

When the Text Background button is selected, the selected background becomes opaque; when the button is not selected, the background is transparent.

Related Topics
    Button information

Fit Shape Button

The Fit Shape button in the Text ribbon resizes the selected shape or text block to fit the text inside it. This button is useful if some of the text in a shape or text block is not visible.

Related Topics

Procedure information

Text tool options

Fitting Shapes to Text

To fit a shape or text block to text:

1. Click the Object Selector tool in the toolbox.
2. Select the shape or text block you want to fit to text.
3. Click the Text tool in the toolbox.
4. Click the Fit Shape button in the ribbon. The selected objects are resized to fit the text.

Note: ABC FlowCharter does not enlarge shapes larger than 10 inches in height or width; it also does not reduce shapes smaller than the settings in the Shape Properties dialog box for the selected shape.

You can manually resize the bounding box around text to show the text inside it.

Related Topics
    Button information

Using Text in Charts

Related Topics
[Text tool options](#)

Choosing the Current Text Settings

ABC FlowCharter lets you choose the settings you want for new text you enter in a chart.

The current text settings include the font, size, style, and color of text. The Sample button in the Text ribbon displays a sample of text with the current settings.

To choose the current text settings:

1. Click the Text tool in the toolbox. Make sure that no text is currently selected.

Note: Make sure that no lines are currently selected, or the changes you make will be applied only to the text that is selected, not new text.

2. Choose the font, size, style, and color you want in the ribbon. A sample of text with the current settings is displayed in the Sample button in the ribbon.

Note: You also can choose a preferred text setting in the Preferred Settings menu.

Related Topics
    Using text in charts

Choosing a Font

To choose a font:

1. Click the Text tool in the toolbox.
2. Click the down arrow next to the Font box in the ribbon. The Font menu opens.
3. Scroll through the list of available fonts, if necessary.
4. Click the font you want. The font is applied to the selected text or the next text you type (if no text is currently selected).

Note: The TT icon in front of certain font names indicates that these are TrueType fonts. The red 1 represents Adobe Type 1 fonts.

Related Topics
Using text in charts

Choosing Text Size

To choose a size for text:

1. Click the Text tool in the toolbox.
2. Click the down arrow next to the Size box in the ribbon. The Size menu opens.
3. Scroll through the list of available sizes, if necessary.
4. Click the size you want. The size is applied to the selected text or the next text you type (if no text is currently selected).

Related Topics

Using text in charts

Choosing Text Styles

To choose a style for text:

1. Click the Text tool in the toolbox.
2. Click the style button you want in the ribbon (bold, italic, underline, or strike-out). The style is applied to the selected text or the next text you type (if no text is currently selected).

Note: When the button is depressed, the style already is selected.

Related Topics
    Using text in charts

Choosing Text Color

To choose a color for text:

1. Click the Text tool in the toolbox.
2. Click a color in the ribbon. The color is applied to the selected text or the next text you type (if no text is currently selected).

Related Topics
Using text in charts

Creating Text Blocks

You can create blocks of text and place them anywhere in a chart.

Text blocks can contain detailed descriptions about a chart. For example, you can use text blocks to describe steps and processes. Like shapes, you can move and resize text blocks.

To create a text block:

1. Click the Text tool in the toolbox.
2. Point to where you want the text block to appear. Point outside existing shapes and text blocks to create a new text block.
3. Click the left mouse button. The text cursor appears.
4. Type the text you want in the text block. Press **Enter** to start a new line.
5. Click outside the text to start a new text block or press **Esc** when you finish typing.

Related Topics
    Using text in charts

Selecting Text

ABC FlowCharter lets you select the objects in a chart that contain text or the specific characters and words you want.

You use the Object Selector tool to select the objects to which you want to apply text options; you use the Text tool to select individual characters and words. You can select individual characters and words using either the keyboard or the mouse.

Related Topics
> Selecting all text
> Selecting characters and words
> Selecting text using the keyboard
> Using text in charts

Selecting All Text in a Shape or Text Block

You can use the Object Selector tool to select all the text in a shape or text block. This feature lets you change all the text at the same time.

To select all the text in an object:

1. Click the Object Selector tool in the toolbox.
2. Click the shape or text block you want. Press **Shift** and click to select more than one object.

The text options you choose are applied to all the text in the selected objects.

Related Topics
Placing the text cursor
Selecting characters and words
Selecting text using the keyboard
Using text in charts

Placing the Text Cursor

The text cursor appears when you click the Text tool. You use the text cursor to select existing text and to insert new text.

To place the text cursor in text:

1. Click the Text tool in the toolbox.
2. Click inside the text you want to edit. The text cursor appears where you clicked.

Related Topics
    Selecting all text
    Selecting characters and words
    Selecting text using the keyboard
    Using text in charts

Selecting Characters and Words

You can use the Text tool to select a single character or word in a chart. The text options you choose only apply to the selected text.

You can select more than one word at a time either by dragging across the text or by pressing **Shift** and clicking the left mouse button to select a range of text.

To select text by dragging:

1. Click the Text tool in the toolbox.
2. Click at the beginning of the text you want to select.
3. Press and hold the left mouse button, and drag across the text you want. Drag up or down to select multiple lines of text.
4. Release the mouse button when you are finished. The text is selected.

To select text by pressing Shift and clicking:

1. Click the Text tool in the toolbox.
2. Click at the beginning of the text you want to select.
3. Move the text cursor to the end of the text you want.
4. Press and hold the **Shift** key.
5. Click the left mouse button. The text in the specified range is highlighted.
6. Release the **Shift** key when you are finished.

Related Topics
Placing the text cursor
Selecting all text
Selecting text using the keyboard
Using text in charts

Selecting Text Using the Keyboard

ABC FlowCharter lets you use the keyboard to move the text cursor and select text. This option saves you the trouble of reaching for the mouse while you edit text.

To move the text cursor using the keyboard:

1. Click the Text tool in the toolbox.
2. Click to place the text cursor in the text you want.
3. Press the **Right** and **Left Arrow** keys to move the text cursor one character. Press **Ctrl+Right Arrow** and **Ctrl+Left Arrow** to move the cursor one word at a time. Press the **Up** and **Down Arrow** keys to move the cursor up and down one line, respectively.

To select text using the keyboard:

1. Click the Text tool in the toolbox.
2. Click to place the text cursor at the beginning of the text you want.
3. Press and hold the **Shift** key.
4. Press the **Right** and **Left Arrow** keys to select one character to the right and left, respectively. Press **Ctrl+Right Arrow** and **Ctrl+Left Arrow** to select the next word to the right and left, respectively. Press the **Up** and **Down Arrow** keys to select one line up and down, respectively.
5. Release the **Shift** key when you are finished.

Related Topics
Selecting all text
Selecting characters and words
Using text in charts

Changing the Font, Size, Style, and Color of Text

ABC FlowCharter lets you change the font, size, style, and color of text already in a chart.

You can change all the text in a shape, text block, or line or just certain characters or words.

To change text in a chart:

1. Select the text you want to change.
2. Choose the font, size, style, and color you want. The options you choose are applied to the selected text.

Related Topics
    Using text in charts

Adding Preferred Text Settings

As you create charts, you may find that you often reuse the same text settings. ABC FlowCharter lets you save these "preferred settings" in a menu to use again later. You can save a chart with preferred settings as a template so the settings are available for future charts.

Preferred settings let you apply multiple settings to text at one time.

To add a preferred text setting:

1. Click the Text tool in the toolbox.
2. Choose the font, size, style, and color you want in the ribbon.
3. Click the Add Setting button in the ribbon. The text settings are saved as a single item in the Preferred Settings menu.

Note: You can add preferred text settings to the menu with or without text selected in the chart. If multiple text blocks are selected and they have conflicting attributes, the Add Setting button is gray.

Related Topics
    Using text in charts

Choosing Preferred Text Settings

You use the Preferred Settings menu to choose the preferred settings you want for text. If you select text before you choose a preferred text setting, the setting is applied to the selected text.

To choose a preferred text setting:

1. Click the Text tool in the toolbox.
2. Select the text you want.
3. Click the Sample button in the ribbon. The Preferred Settings menu opens.
4. Choose the preferred text setting you want. The setting is applied to selected text in the chart. If no text is selected, the preferred setting appears in the Sample button and becomes the current text setting.

Related Topics
Using text in charts

Deleting Preferred Text Settings

You can delete a preferred text setting from the Preferred Settings menu when you no longer need it and want to make room for another one.

To delete a preferred text setting:

1. Make sure no text is selected in the chart.
2. Click the Text tool in the toolbox.
3. Click the Sample button in the ribbon. The Preferred Settings menu opens.
4. Choose the preferred text setting you want to delete from the menu. The setting you choose appears in the Sample button in the ribbon.
5. Click the Delete Setting button in the ribbon. The setting is removed from the Preferred Settings menu.

Note: The deleted setting remains in the Sample button until you choose another setting or close the chart window. You can check to see that the setting has been deleted by clicking the Sample button and displaying the shorter menu.

Related Topics
    Using text in charts

Inserting and Deleting Text

You can type additional text in your chart after you place the text cursor where you want to insert the new text. You also can use the text cursor to delete text.

To insert text:

1. Click the Text tool in the toolbox.
2. Click to place the text cursor where you want to begin inserting text.
3. Type the text you want.

To delete text:

1. Click the Text tool in the toolbox.
2. Click to place the text cursor where you want to begin deleting text.
3. Press **Backspace** to delete text to the left of the text cursor or **Delete** to delete text to the right of the cursor.

Related Topics
    Using text in charts

Snapping Text to Lines

With ABC FlowCharter, you can snap text blocks to any point on a line. You can slide text anywhere along the line by dragging it. When you move the line, the text block stays snapped and moves with the line.

To snap text to a line:

1. Draw a line in the chart window or open a chart that contains lines.
2. Click the Text tool in the toolbox.
3. Type a text block in the chart and press **Esc**.
4. Click the right mouse button to toggle to the Object Selector tool.
5. Drag the text block to the middle or end of a line in the chart. A blue outline of the text block moves with the pointer.
6. Release the mouse button when the blue outline snaps to the line where you want it.

Note: You can unsnap the text from the line by selecting it and dragging it off the line.

Related Topics
    Using text in charts

ABC FlowCharter Toolbox and Buttons

The ABC FlowCharter main window contains the following features. Click one to learn more.

ABC FlowCharter toolbox
Shape Palette button
Note button
Index button
Field Viewer button
Guidelines button
Scroll Grid button
Color button

Related Topics
Adding tools to the toolbox

ABC FlowCharter Toolbox

The toolbox gives you easy access to the tools you use most to create and edit charts.

Click an icon below to read more information about the tool.

Click the Object Selector tool to select, move, and resize objects in a chart.

Click the Shape tool to place shapes in a chart and choose shape attributes and properties.

Click the Line tool to connect shapes with different types of lines and to choose line styles and arrows.

Click the Text tool to enter and edit text.

Click the Renumber tool to number and renumber shapes.

Click the View tool to change your view of a chart.

Click the DataAnalyzer tool to run the ABC DataAnalyzer program.

Click the SnapGraphics tool to run the ABC SnapGraphics program.

Related Topics
Adding tools to the toolbox

Scroll Grid Button

The scroll grid, located below the down scroll arrow, works like the scroll arrows, with the added advantage that you can scroll diagonally across your chart. The squares in the grid represent directions for scrolling.

Related Topics
Procedure information

Scrolling Using the Scroll Grid

To scroll using the scroll grid:

1. Point to the square in the scroll grid that represents the direction you want to scroll. For example, to scroll down and to the left, point to the square in the lower-left corner of the grid.
2. Press and hold the left mouse button. The selected square is highlighted, and your view scrolls in the specified direction. To change the scroll direction, drag the pointer to a different square.
3. Release the mouse button when you are finished.

Related Topics
Button information

DataAnalyzer Button

The DataAnalyzer button in the Toolbox launches the ABC DataAnalyzer application and opens a blank worksheet. After ABC DataAnalyzer is running, clicking on this button switches directly to ABC DataAnalyzer without using the Windows Control Box.

Note: ABC DataAnalyzer has a complementary FlowCharter button. Click on the FlowCharter button to return to ABC FlowCharter.

Related Topics:
Procedure information

Starting ABC DataAnalyzer

To start ABC DataAnalyzer from the ABC FlowCharter window:

·   Click the DataAnalyzer button in the toolbox.

Related Topics
   Button information

SnapGraphics Button

The SnapGraphics button in the Toolbox launches the ABC SnapGraphics application. After ABC SnapGraphics is running, clicking on this button switches directly to ABC SnapGraphics without using the Windows Control Box.

Related Topics:
    <u>Procedure information</u>

Starting ABC SnapGraphics

To start ABC SnapGraphics from the ABC FlowCharter window:

· Click the SnapGraphics button in the toolbox.

Related Topics
Button information

Adding tools to the toolbox

You can add tools to the toolbox by dragging them from the Windows File Manager into the ABC FlowCharter window.

To add tools to the toolbox:
1. Run the Windows File Manager.
2. Run ABC FlowCharter.
3. Arrange the windows so you can see both the File Manager and ABC FlowCharter.
4. Drag an .EXE file from the File Manager into the ABC FlowCharter window.
5. Release the mouse button. The icon for the .EXE file is added to the ABC FlowCharter toolbox. You can click the icon in the ABC FlowCharter toolbox to run the program.

Related Topics
ABC FlowCharter Toolbox and Buttons

Using ABC FlowCharter