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Installation guide

Welcome to greenstreet™ Draw, a sophisticated graphics and illustration package for Windows®. This chapter explains how to install greenstreet Draw and explains some of the common terms and phrases that will be used in this guide.

Before you begin

Before you begin to install greenstreet Draw, please:

- ◆ Familiarise yourself with the styling conventions used in this guide. They are described later in this chapter.
- ◆ Ensure that your computer meets the requirements listed below.

What you need to run greenstreet Draw

To install and run greenstreet Draw you need 486 PC or higher, running Windows 95, 98 or NTv 4.0 with the following configuration:

- ◆ A CD-ROM drive;
- ◆ At least 8 Mbytes of Random Access Memory, 16 Mbytes recommended;
- ◆ 30 Mbytes of free disk space. The exact amount of disk space you need depends on the options you choose to install; a typical installation requires approximately 45 Mbytes.
- ◆ A Super VGA video card (screen);
- ◆ A mouse or other Windows-compatible pointing device.

If you are unsure if your computer meets these requirements, consult your dealer or the person who installed it.

Are you upgrading?

Read this section if you are upgrading from an earlier version of greenstreet Draw or from 1st Design.

2: Styling conventions

If you are upgrading from an earlier version of greenstreet Draw or 1st Design, when you install this version it will not overwrite your existing copy.

Any pictures, templates or colour palettes that you have already created can be opened in this version of greenstreet Draw. However, once you have saved a file in this version, you cannot open it again in an earlier version of greenstreet Draw or 1st Design.

Styling conventions

This guide consistently uses specific text formats and visual cues to help you distinguish between different types of information.

Keys on the computer keyboard are represented like this:

ENTER. Sometimes you will need to hold down one key while you press another one, e.g. hold down **CTRL** and press **G**. This is shown as **CTRL G**.



Where possible, when a tool is named in the text, the tool is illustrated in the margin.

Text that you enter is shown as: `Enter this text.`

The names of menu commands, dialog boxes, tools and options are shown in bold text, for example, select **Open** from the **File** menu.

✍ Any notes in the text are identified by the use of grey shading, i.e. the text you are reading now. Notes are items to which you should pay particular attention.

Common terms and phrases

The following terms are used to tell you to do something, usually with the mouse, although sometimes there are keyboard shortcuts.

Click	Press and release the left mouse button quickly.
Right-click	Press and release the right mouse button quickly.
Double-click	Click the left mouse button quickly twice in succession.
SHIFT -click	Hold down SHIFT as you click the left mouse button.
Drag	Move the mouse while pressing down the left mouse button, e.g. to move an object.
Select	Click on a tool, object or menu command to select it.
Check	Select an option shown as a small, square box on a dialog box. These options are known as check boxes and can be checked (ON), or cleared (OFF). When a check box is on, a ✓ is displayed in the box. Sometimes a third state is available; when this is selected, the check box is shaded grey.
Clear	Turn off a check box.

Checked



Cleared

Installing greenstreet Draw

If you are installing greenstreet Draw for the first time, insert the CD-ROM in your CD-ROM drive. The Windows 95 AutoRun feature automatically begins the installation. If the installation does not begin (e.g. because you have already installed greenstreet Draw), follow the steps below:

1. Run Windows and open the Control Panel.
2. Double-click on the **Add/Remove Programs** icon. The **Add/Remove Programs Properties** dialog box appears.
3. On the **Install/Uninstall** tab card, click on the **Install** button.
4. Insert the CD into your CD-ROM drive.
5. Click on **Next** to move on to the next stage.
6. Type `D:\Draw\Setup.exe` in the **Command Line** box.
If the relevant drive is represented by a letter other than `D:`, substitute the appropriate letter in the command.
7. Click on **Finish** to start the installation.
8. Follow the instructions on screen to complete the installation.

Where to go now

If you are a newcomer to Microsoft Windows, refer to your Microsoft Windows User's Guide or online Help for a basic introduction to using Windows. If you are new to graphics and illustration software, the tutorials in this guide will help you learn how to use greenstreet Draw.

If you are a more experienced user of graphics and illustration software, you may like to start working with greenstreet Draw straight away, referring to the greenstreet Draw Help where necessary.

Welcome to greenstreet Draw

With greenstreet Draw installed on your PC, you will soon be able to create professional quality drawings, illustrations and graphic designs.

This chapter explains how to run greenstreet Draw, and goes on to describe the main features of the greenstreet Draw desktop and how to get around it.

Starting greenstreet Draw

If you haven't already installed greenstreet Draw, do so now. (Refer to Chapter 1 for details.) Once greenstreet Draw is installed, you are ready to start it. To start greenstreet Draw:

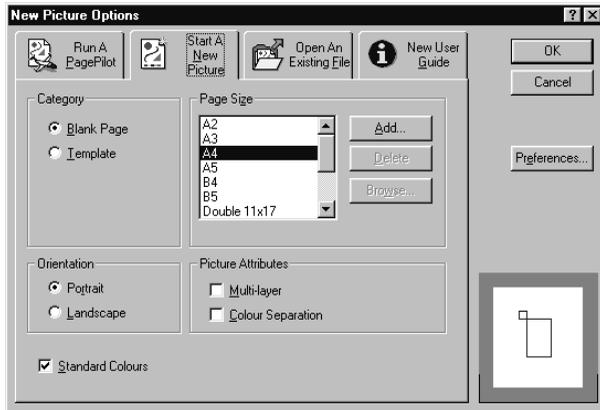
1. Turn on your PC to run Windows.
2. From the **Start** menu, locate the program group where you installed greenstreet Draw.
3. Click on the greenstreet Draw icon.



After a few moments, the greenstreet Draw desktop appears and you are presented with the **New Picture Options** dialog box. This dialog box has four tabs along the top, that you can click on to:

- ◆ Run a PagePilot™
- ◆ Start a new picture
- ◆ Open an existing file
- ◆ Get help on the options available.

6: Starting greenstreet Draw



Running a PagePilot

greenstreet Draw has a PagePilot for creating logos. If you are new to greenstreet Draw, or if you need to create a logo quickly, run the PagePilot to start work straight away.

The PagePilot will present you with a series of questions about the logo you want to create, then automatically create the logo for you. It's ideal for beginners because it is an easy way of creating a logo quickly if you are not familiar with the features of greenstreet Draw.

To run the PagePilot, follow the steps below:

1. Run greenstreet Draw to display the **New Picture Options** dialog box, or if greenstreet Draw is already running, select **New** from the **File** menu.
2. Select the **Run A PagePilot** tab.
3. From the **Select A PagePilot** list, select the **Logo Pilot**.
4. Click on **OK**.

After a few moments the PagePilot is activated; simply use the arrow buttons to move through the PagePilot, answering the questions presented to you as you go along.

At the end of the PagePilot you can choose to make the logo or go back through the questions and change the options that you made. If you choose to make the logo, watch as greenstreet Draw brings all the items together. When your logo has been made, you can work on it in the same way as other greenstreet Draw pictures, tailoring it precisely to your needs.

After the logo has been made, a set of cue cards appear. These guide you through the basic steps of finalising your logo.

Starting a new picture from a blank page

Starting a new picture from a blank page gives you total control over the creation of your picture. To start a totally new picture completely from scratch, follow the steps below:

1. Run greenstreet Draw to display the **New Picture Options** dialog box, or if greenstreet Draw is already running, select **New** from the **File** menu.
2. Select the **Start A New Picture** tab.
3. Make sure that **Blank Page** is selected in the **Category** group box, then select the page size you want to use from the **Page Size** list box.
4. From the **Orientation** group box, select either **Portrait** or **Landscape** as appropriate.
5. If you intend to create a complicated picture using several layers, check the **Multi-layer** check box in the **Picture Attributes** group box.
6. If you intend to print the picture using separations, check the **Colour Separation** check box in the **Picture Attributes** group box.
7. Check the **Standard Colours** check box if you want your picture to use the standard colour palette. If this box is cleared, only shades of grey will be available in the colour palette and you will have to mix your own colours.
8. Click on **OK** to confirm your choices.

greenstreet Draw loads the blank page based on the options that you specified and you can begin creating your picture.

Starting a new picture from a template

Starting a picture from a template is the ideal way to create a picture that has to conform to certain guidelines, such as a special page size, custom colour palette or custom line and fill styles.

Starting a new picture from a template saves time and effort if you regularly create pictures that are similar. To start a new picture from a template, follow the steps below:

1. Run greenstreet Draw to display the **New Picture Options** dialog box, or if greenstreet is already running, select **New** from the **File** menu.
2. Select the **Start A New Picture** tab.
3. From the **Category** group box, select **Template**.
4. From the **Template File** list box, select the template on which you want to base your picture. A description of the template appears in the **Template Description** box, and the template is previewed at the right of the dialog box.
5. Click on **OK** to confirm your choices.

greenstreet Draw loads the selected template and you can begin to create your picture.

Opening an existing picture

To open one of the sample pictures supplied with greenstreet Draw or a picture that you previously saved, follow the steps below:

1. Run greenstreet Draw to display the **New Picture Options** dialog box.

☞ If the picture you want to open is listed in the **Select A File To Open** list box, double-click on it to open it.

2. Select the **Open An Existing File** tab, then click on the **Browse** button to display the **Open** dialog box.



✍ If greenstreet Draw is already running, select **Open** from the **File** menu to display the **Open** dialog box.

3. Select the drive and folder where the picture is located.
4. From the Folders list box, select the picture that you want to open. A preview of the picture appears in the preview box.
5. Click on **OK** to open the picture.

Bypassing the New Picture Options dialog box

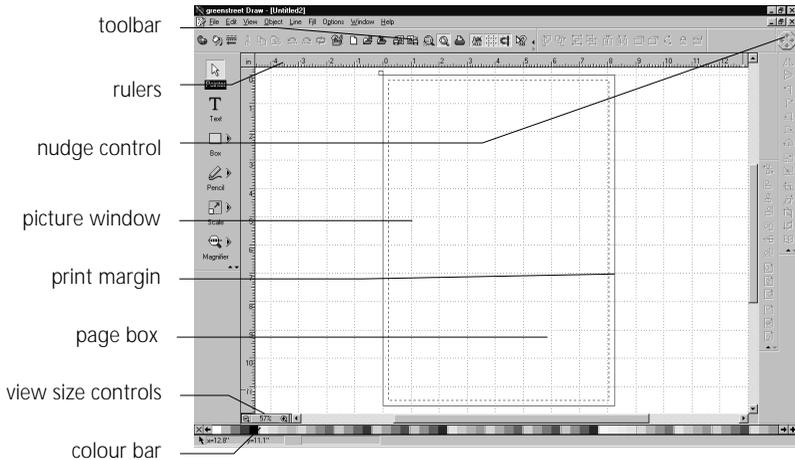
You can bypass the **New Picture Options** dialog box when loading greenstreet Draw by specifying to load the default template. To do this:

1. Click on the **Preferences** button in the **New Picture Options** dialog box, or if greenstreet Draw is already running, select **Preferences** from the **Options** menu. The **Preferences** dialog box appears.
2. If the **Startup** tab is not displayed, click on it.
3. In the **Startup Options** group box, select the **Load Default Template** option.
4. Click on **OK**.

When you next run greenstreet Draw, it will load the default template, bypassing the **New Picture Options** dialog box.

The greenstreet Draw desktop

The greenstreet Draw desktop contains all the tools, buttons and commands you need to create professional quality pictures. The main features of the desktop are identified in the illustration below:



To find out what a tool does, move the mouse pointer over the tool; a ToolTip will pop up showing you the name of the tool. The information line also displays the tool name and a brief explanation of its function.

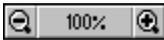
The picture window

The picture window is the area where your picture is displayed. Depending on the view size you have selected, you may be able to see the whole picture, or part of your picture. You can have up to twenty picture windows open on the desktop simultaneously.

Every picture window has its own title bar, scroll bars, rulers, page box and view size controls.

The view size controls

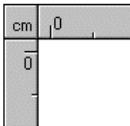
The view size controls at the bottom of each picture window let you adjust the view size of the active picture. To increase the view size, click on the 'plus' tool to the right; to decrease the view size, click on the 'minus' tool to the left. The view size will increase or decrease to the next standard view.



When you click on the centre control (which shows the view size as a percentage), a shortcut menu appears and you can select a view size from it.

The rulers

The rulers are displayed along the top and left-hand edges of each picture window. Thin hairlines on the rulers follow the mouse pointer movements to indicate the pointer's current position.



The unit of measurement used by the rulers is shown in the top left-hand corner where they intersect; to change the unit, click in this intersection area. A list of the units available appear in a shortcut menu; click on one to select it. Alternatively, select **Units** from the **Options** menu and select a unit from the submenu that appears.

You can move the rulers' origin by clicking on the intersection area, selecting **Adjust Ruler Origin** from the shortcut menu that appears, then clicking at the point where you want the origin to be. You can reset the origin by clicking on the intersection area and selecting **Reset Ruler Origin** from the shortcut menu.

You can turn the rulers on and off for the active picture window by selecting **Show Controls** from the **View** menu, and selecting **Rulers** from the submenu that appears.



The Help pointer

All items on the desktop are explained in the on-line Help. To find out more about a tool, button, menu command or area of the desktop, click on the **What's This** tool in the General Tools. The pointer changes shape to a pointer with a question mark beside it; this is the Help pointer. Move the Help pointer over the item that you want more information on and click.

Hints and tips for beginners

greenstreet Draw incorporates a number of helpful hints and tips that will quickly help you on your way to creating great pictures and designs.

Getting Started Hints

When you first use greenstreet Draw, Getting Started Hints appear whenever you click on a tool in the toolbox. These hints give a basic introduction to each of the main greenstreet Draw tools.

Once you have read a Getting Started Hint, you can stop it appearing again by checking the **Don't display this screen again** check box on the hint itself.

If you don't want any Getting Started Hints to appear, deselect **Getting Started Hints** in the **Options** menu. To reactivate the hints, select **Getting Started Hints** again. The command is selected when preceded by a tick.

Cue Cards

greenstreet Draw is supplied with a PagePilot that helps you to create logos. You run the PagePilot from the **Startup Options** dialog box by selecting the **Run a PagePilot** tab card.

At the end of the PagePilot there is a set of cue cards that offer you advice and information about how to make changes and finalise your logo.

If you don't want cue cards to appear at the end of the PagePilot, deselect **Cue Cards** in the **Options** menu. To reactivate the cue cards, select **Cue Cards** again. The command is selected when preceded by a tick.

ToolTips



ToolTips appear when you pause the mouse pointer over a tool. The ToolTip tells you the name of the tool under the pointer.

If you don't want ToolTips to appear, deselect **ToolTips** in the **Options** menu. To reactivate the ToolTips, select **ToolTips** again. The command is selected when preceded by a tick.

Using on-line Help



greenstreet Draw offers you a complete on-line guide to every aspect of using greenstreet Draw, providing you with all the information you could need for using greenstreet Draw.

Think of the Help as your User Guide: there are topics and an index and instead of cross-references there are jumps. Anything you would expect to find in a greenstreet Draw User Guide is there. Getting help is so easy, just press **F1** or use the **Help** menu to display the Help and then look for the topic you need.

In fact, greenstreet Draw's Help is handier than a User Guide because:

- ◆ It is *context sensitive* - you can click on items of the greenstreet Draw desktop using the help pointer and a help topic related to that item appears.
- ◆ It is *interactive* - you can click on tools within the Help to move to related topics, or click on some words and phrases to display their definitions.
- ◆ Looking something up is easy. You can search on the screen rather than looking through the bulky book.
- ◆ It takes up less desk space!

The greenstreet Draw Help will help you learn how to use greenstreet Draw's many features to their full potential.

Closing your picture

When you have finished working on a picture you can close it. To do this:

1. Select the window containing the picture you want to close.
2. From the **File** menu, select **Close**. If the picture has been changed since it was last saved, you are given the opportunity to save your changes.

When there is more than one window open on a picture, **Close** will close all the windows showing the picture.

Exiting greenstreet Draw

You can exit greenstreet Draw by doing any of the following:

- ◆ Selecting **Exit greenstreet Draw** from the **File** menu
- ◆ Clicking on the Close button at the right-hand side of the title bar
- ◆ Double-clicking on the Control-menu icon
- ◆ Selecting **Close** from the Control-menu
- ◆ Pressing **ALT F4**.

This chapter has shown you how to start work in greenstreet Draw. You can now begin to work on your own, with the PagePilot or work through one of the tutorials.

greenstreet Draw tutorials

This chapter explains how to set up your page for the tutorials you are about to work through and offers hints and tips to help you with them. Some tasks and procedures will be carried out in more than one of these tutorials. Rather than repeat the explanation in each tutorial, we will explain them here and refer you back to this chapter at the appropriate point.

Starting the tutorials

Setting up your page

Most of these tutorials use the same page setup.

1. Do one of the following:
 - ♦ Run greenstreet Draw to display the **Startup** dialog box, select **Start a New Drawing** and click on **OK**.
 - ♦ If greenstreet Draw is running, select **New** from the **File** menu. The **New Drawing** dialog box appears.
2. Select **Blank (Letter)**.
3. Click on **Open**. The page appears in the greenstreet Draw desktop ready for you to begin.

Setting up the desktop

Throughout these tutorials we advise you to keep the greenstreet Draw window at its maximum size, display all of the toolbars and set the view size of your page to **Whole Page**.



1. To maximize the greenstreet Draw window, click on the **Maximize** button in the greenstreet Draw title bar. The window is maximized and fills your screen.
2. In the **Show Controls** submenu of the **View** menu, select all of the options except **Hide All**. The selected options should be checked in this submenu.

16: Starting the tutorials



3. Click on the ruler intersection area, the **Units** shortcut menu appears.
4. From the shortcut menu, select **Centimetres**.
5. From the **View** menu, select **Whole Page**. The view size is changed so that the whole page box is visible on the desktop.

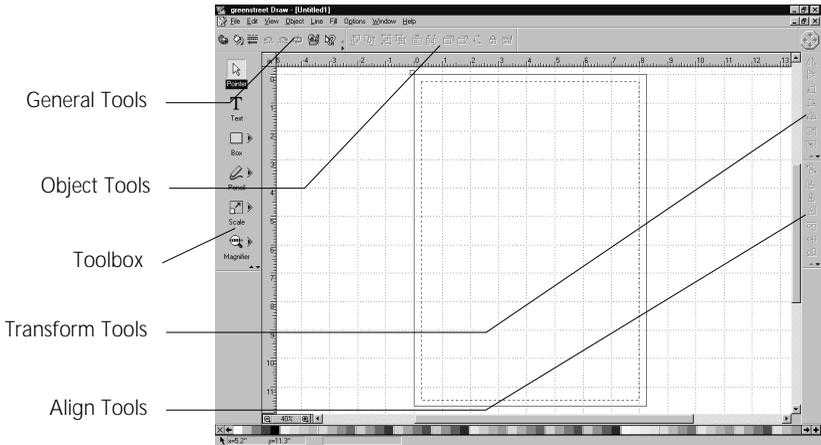
 The page box is the blue rectangle on the greenstreet Draw desktop, in which the steps in the tutorials will be carried out. The dotted rectangle within the page box indicates the printable area of the page; any part of the drawing outside this area will not be printed.

Expanding toolbars

Many of the tools used in the tutorials are only visible when the appropriate toolbar is expanded. If the tool you are asked to use is not visible, expand the toolbar. To do this, click on the **Change Toolbar Size** button.



The illustration below shows the greenstreet Draw desktop and its toolbars in their default positions.



Displaying a grid

Some of the tutorials use a grid to assist you when positioning and sizing objects. To display the grid:

1. From the **View** menu, select **Grid**. The **Grid** dialog box appears.
2. Check the **Show Grid** check box.
3. From the **Units** drop-down list box, select
4. **Centimetres**.
5. In the **Width** text box, type 2.
6. In the **Height** text box, type 2.
7. Click on **OK**. The grid is displayed over the desktop.

Working through the tutorials

Undoing an action



If you make a mistake while following any of these instructions, press **F3** or click on the **Undo** tool in the General Tools at the top of the desktop to undo the mistake and start again.

Redoing an action



If you want to redo the action that you have just undone, press **F4** or click on the **Redo** tool in the General Tools at the top of the desktop.

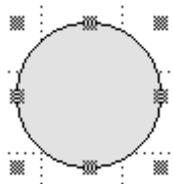
You can undo or redo up to fifty actions.

Selecting an object



To select a single object:

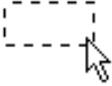
1. From the Toolbox, select the **Pointer** tool.
2. Click on the object you want to select. The points or handles on the object are displayed, indicating the object is selected, e.g.:



Selecting more than one object

There are a number of ways to select more than one object:

- ◆ Hold down **SHIFT** as you click on each of the objects you want to select;
- ◆ Drag the **Pointer** tool over the objects you want to select. A dotted rectangle appears as you drag the pointer and every object within or partly within the rectangle is selected;
- ◆ If you want to select every object on the desktop, select **Select All** from the **Edit** menu.



Deselecting an object

To deselect any selected objects do one of the following:

- ◆ Click anywhere on the desktop away from the selected objects;
- ◆ Press **ESC**.

Selecting a point

To select a single point on a path:

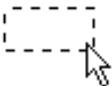
1. From the Toolbox, select the **Pointer** tool.
2. Select the path you want to select a point on.
3. Position the pointer over the point you want to select so it changes to an arrow with a black box at its base.
4. Click the left mouse button on the point. The point becomes hollow, indicating it is selected.



Selecting more than one point

To select more than one point on a path, or points on more than one path, do one of the following:

- ◆ Hold down **SHIFT** as you click on each of the points you want to select;
- ◆ Drag the **Pointer** tool over the points you want to select. A dotted rectangle appears as you drag the pointer and every point inside it is selected.



Grouping/ungrouping objects

When you group objects together they act as one object, so any changes made are applied to each of the objects in the group. Ungrouping a group of objects reverts the group back into a selection of objects.

To group objects:



1. Select the objects you want to group together.
2. In the Object Tools at the top of the desktop, click on the **Group** tool.

To ungroup a group:



1. Select the group of objects you want to ungroup.
2. In the Object Tools, click on the **Ungroup** tool.

Dragging an object

To drag an object to a new position:



1. From the Toolbox, select the **Pointer** tool.
2. Select the object you want to move.
3. Position the pointer over the object until the pointer changes to an arrow with a selected box at its base.
4. Press and hold down the left mouse button.
5. Drag the object to its new position.
6. Release the mouse button.

✎ If you hold down **ALT** as you perform an action, the object is copied and transformed, leaving the original object in its original state.

Importing clipart

greenstreet Picture Browser offers a quick and easy way to view and import pieces of clipart into your drawings.

To import a piece of clipart:



1. In the General Tools, click on the **Utilities** tool. The **Utilities** menu appears.
2. From the **Utilities** menu, select **Picture Browser**. Picture Browser opens onto the desktop.
3. Insert the greenstreet Draw CD into your CD-ROM drive.
4. Click on the **Home** button.
5. Double-click on the category where the clipart you want to import is stored.
6. From the **Files of type** drop-down list box, make sure that **All Picture Types** is selected.
7. Click and hold down the mouse button on the clipart you want to import as you drag it onto the greenstreet Draw desktop.
8. When the pointer is over the greenstreet Draw desktop, release the mouse button. The clipart is drawn on the desktop.
9. Close Picture Browser by clicking on the **Close** button.

Finding more information

You may find you want to learn more about certain aspects of greenstreet Draw as you work through these tutorials. The greenstreet Draw online Help covers every aspect of greenstreet Draw and offers a comprehensive guide to its tools and functions.

Tutorial one - creating a pattern

This tutorial teaches you how to:

- ♦ **draw a basic shape**
- ♦ **colour an object**
- ♦ **create a pattern.**

The pattern you will create is a checked pattern.

Before you start

Before you begin this tutorial, read the chapter 'greenstreet Draw tutorials'. This chapter contains information that you need to know before you can work through this tutorial.

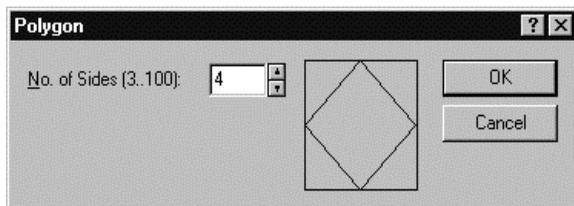
Set up your page for this tutorial as explained in 'greenstreet Draw tutorials', making sure that the grid is displayed.

Drawing the diamond

This pattern is created by the repetition of one shape, a diamond. To draw the diamond:

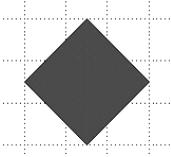


1. In the extended Toolbox, double-click on the **Polygon** tool. The **Polygon** dialog box appears.
2. In the **No. of Sides** text box, type 4.



3. Click on **OK**. Any polygon you now draw will be given four sides.
4. Position the tool on the page so that it is two grid squares from the top of the page and four grid squares from the left.

22: Colouring the diamond



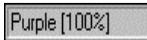
5. Hold down **CTRL** and drag the tool three grid squares down.
6. Release the mouse button and then release **CTRL**. The diamond is drawn on the page and given the current line and fill styles.

✍ Pressing **CTRL** as you draw a shape ensures that the shape has equal dimensions. Maintaining a square aspect for a pattern tile ensures that the pattern will tile neatly, leaving no spaces between the tiles.

Colouring the diamond

To change the colour of the diamond:

1. In the colour bar, left-click on Purple [100%]. The fill colour of the diamond is changed to purple.



✍ When you hold the pointer over a colour in the colour bar, its name appears in the information line.



2. Right-click on the **X** button at the left-hand end of the colour bar. The line style is removed from the diamond, this ensures that the tiling is accurate.

Creating the pattern

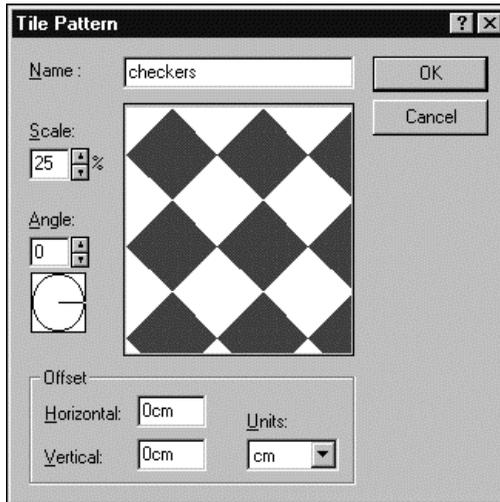
To create the pattern:

1. Click on the **Group** tool in the Object Tools, this groups the diamond so that it can be used as a pattern tile.
2. From the **Fill** menu, select **Pattern**. The **Tile Pattern** dialog box appears.



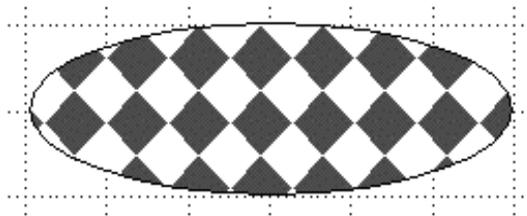
✍ If the objects you want to include in a pattern are not grouped, the **Pattern** command in the **Fill** menu is disabled.

3. In the **Name** text box, type CHECKERS.
4. In the **Scale** text box, type 25.



5. Click on **OK**.

The pattern becomes the current fill style. Select a shape tool from the Toolbox and drag it over the page area to draw the shape. Your new shape is filled with the pattern you have created.



Now that you know the basics of creating a pattern, you can go on to create tiles for patterns of your own.

Tutorial two - creating a shadow

This tutorial teaches you how to:

- ♦ **copy and paste objects.**
- ♦ **size, position, reflect and skew objects.**

The picture you will create is a jogger and its shadow.

Before you start

Before you begin this tutorial, read the chapter 'greenstreet Draw tutorials'. This chapter contains information that you need to know before you can work through this tutorial.

Set up your page as described in 'greenstreet Draw tutorials'.

Sizing and positioning the clipart

Different screens may display the clipart of the jogger at different sizes. To make sure that the clipart is the correct size, follow the steps below.

1. Import the clipart of the jogger from the PictureBrowser. The clipart is in the SAH folder. Refer to 'greenstreet Draw tutorials' for an explanation of how to do this.





2. In the Object Tools at the top of the desktop, click on the **Object Properties** tool. The **Group of Objects** dialog box appears.
3. In the **Width** text box, type 8.
4. In the **Height** text box, type 1.5.
5. Click on **OK**. The clipart is redrawn with the specified dimensions.
6. Drag the clipart to the top left of the page. This makes sure you have enough space on the page for the shadow.

Copying the clipart

To create the shadow, you must first create a copy of the original jogger.



1. In the General Tools at the top of the desktop, click on the **Copy** tool. A copy of the jogger is put on the Clipboard, ready to be pasted into your picture.



2. In the General Tools, click on the **Paste** tool. A copy of the jogger is pasted on top of the original.
3. Drag the copy of the jogger away from the original. How to drag an object is explained in 'greenstreet Draw tutorials'.

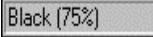
Coloring the clipart

You will now color the second jogger so that it looks like a shadow.

The picture of the jogger is a number of objects grouped together so that they act as one object. To color the jogger you must first ungroup it.



1. Click on the **Ungroup** tool in the Object Tools, this ungroups the clipart.
2. In the color bar, left-click on Black [75%]. The objects that make up the jogger are colored gray. However, the lines around the objects are still colored black.




✎ When you hold the pointer over a color in the color bar, its name appears in the information line.

3. Right-click on the **X** button at the left-hand end of the color bar. The line style is removed from the objects and the shadow is completely gray.
4. Click on the **Group** tool in the Object Tools, this groups the shadow.



Resizing the shadow

The size of the shadow depends on the angle of the light shining on it. To resize the shadow:



1. In the Object Tools, click on the **Object Properties** tool. The **Group of Objects** dialog box appears.
2. In the **Height** text box, type 10.
3. Click on **OK**. The shadow is redrawn with the specified dimensions.

Creating and positioning the shadow

A shadow appears on the ground as if it was upside down and at an angle to the object being shadowed.

28: Creating and positioning the shadow



1. In the Transform Tools at the right of the desktop, click on the **Reflect Vertically** tool. The shadow is redrawn upside down.
2. In the extended Transform Tools click on the **Skew Left** tool. The shadow is skewed to the left.
3. Drag the shadow to the base of the original and position it so that the left foot of the jogger touches the left foot of the shadow. Use the nudge control to move the shadow by a small amount.
4. If the shadow obscures part of the original, click on the **To Back** tool in the Object Tools. The shadow is sent to the back of the picture and is redrawn underneath the original.
5. Select the jogger and the shadow, as explained in 'greenstreet Draw Tutorials'.
6. Click on the **Group** tool, this groups the jogger and its shadow together.



This tutorial has shown you how to create a shadow for a jogger. You can now go on to create shadows for any object. You can change the angle and position of the shadow to create the effect you want.

Tutorial three - distance & perspective

This tutorial teaches you how to scale and blend objects to create the impression of distance and perspective.

The picture you will create is an avenue of trees.

Before you start

Before you begin this tutorial, read the chapter 'greenstreet Draw tutorial'. This chapter contains information that you need to know before you can work through this tutorial.

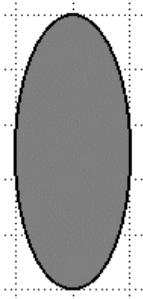
Set up your page as described in 'greenstreet Draw tutorials', making sure that the grid is displayed.

Drawing the tree

The tree is made up of an oval and a rectangle, drawn using the Shape tools and grouped together.

Drawing the top of the tree

1. From the extended Toolbox, select the **Ellipse** tool.
2. Position the tool five grid squares from the top of the page and one grid square from the left.
3. Drag the tool until the oval is two grid squares wide and five grid squares high.
4. Release the mouse button. The oval is drawn on the page and given the current fill style.
5. From the **Fill** menu, select **Plain**. The oval is filled with a plain colour.



30: Drawing the tree

Black (100%)

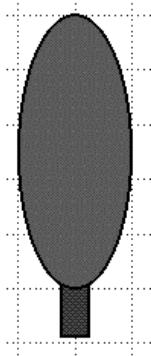
6. In the colour bar, left-click on Green (dark) [100%]. The oval is filled with dark green.

☞ When you hold the pointer over a colour in the colour bar, its name appears in the information line.

7. In the colour bar, right-click on Black [100%]. The oval is given a black line style.
8. From the **Width** submenu of the **Line** menu, select **3pt**.

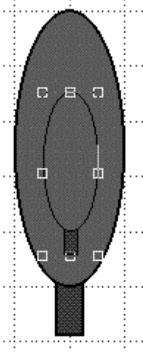
Drawing the tree trunk

1. From the Toolbox, select the **Box** tool.
2. Position the tool at the base of the oval and drag the tool to draw a rectangle half a grid square wide and one grid square high.
3. Release the mouse button. The rectangle is drawn on the page and given the current fill style.
4. In the colour bar, left-click on Brown [100%]. The rectangle is filled with dark brown.
5. Drag the rectangle so that it slightly overlaps the oval.
6. In the Object Tools at the top of the desktop, click on the **To Back** tool. Any part of the rectangle that overlaps the oval is placed behind the oval.
7. Select both the oval and the rectangle, as explained in 'greenstreet Draw tutorials'.
8. In the Align Tools at the right of the desktop, click on the **Align Objects Centre** tool. The objects are aligned through their centre points.
9. Click on the **Group** tool in the Object Tools, this groups the two objects together.

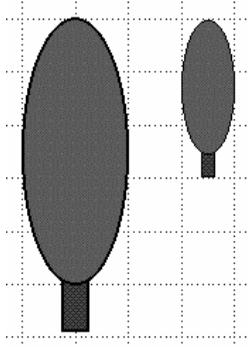


Resizing the tree

If you look at an object in the distance, you will notice that it appears to be smaller than its actual size. To resize the tree:



1. Hold down **ALT** and click on the **Halve Size** tool in the Transform Tools at the right of the desktop. A copy of the tree at half its original size is drawn on top of the original.
2. Drag the copy of the tree so that it is three grid squares up from the base of the original and to the right so that there is a space of one grid square between the two trees.
3. In the Object Tools, click on the **To Back** tool. This makes sure that the objects overlap correctly when they are blended together.



Colouring the copied tree

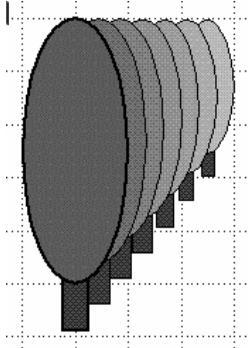
1. Select the copy if it is not already selected.
2. Click on the **Ungroup** tool in the Object Tools, this ungroups the copy.
3. Click away from the shapes to deselect them.
4. Select the copy of the oval.
5. In the colour bar, left-click on Green (dark) [50%]. The copy of the oval is filled with this colour.

Blending the tree

You can only blend two paths together, therefore both trees must be ungrouped and the shapes converted to paths before they can be blended.



1. Select the original tree.
2. Click on the **Ungroup** tool in the Object Tools, this ungroups the original tree.
3. Ungroup the oval.
4. Ungroup the rectangle.
5. Repeat steps 1-4 for the copy.
6. Select the original oval and the copy.
7. From the **Edit** menu, select **Blend**. The **Blend** dialog box appears.
8. In the **No of Blend Stages** text box, type 5.
9. Click on **OK**. Five copies of the oval are placed between the original and the copy.
10. Repeat steps 6-9 for the rectangles.
11. Group all of the objects together.



Creating the opposite side of the avenue

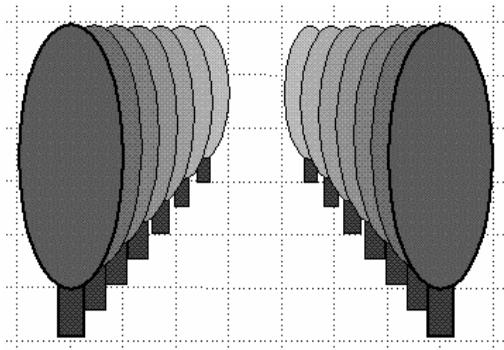
To create the opposite side of the avenue, you will reflect the group of trees and move the copy to the other side of the page.



1. Hold down **ALT** and click on the **Reflect Horizontally** tool in the Transform Tools. A reflected copy is placed on top of the original.
2. Drag the copy to the right of the original, leaving a space of one grid square between the two inside trees.
3. Select both groups of trees.



4. In the Align Tools, click on the **Align Objects Bottom** tool. The trees are aligned at the base of each group.
5. Group the trees.



This tutorial has taught you how to draw a picture, giving the impression of distance and perspective. You can use the skills shown in this tutorial to create many more pictures. You may want to create a background for this avenue of trees.

Tutorial four - multiple outlines

This tutorial teaches you how to:

- ♦ **create text**
- ♦ **apply line and fill styles to text objects**

Before you start

Before you begin this tutorial, read the chapter 'greenstreet Draw tutorials'. This chapter contains information that you need to know before you can work through this tutorial.

Set up your page as described in 'greenstreet Draw tutorials'.

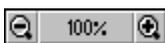
Typing text

1. From the Toolbox, select the **Text** tool. The Text Tools appear at the top of the desktop.
2. In the **Text Size** box, type 200.
3. From the **Typeface** drop-down list box, select a bold font that has wide strokes. We have chosen Hippo.
4. Position the text cursor at the left-hand side of the page and click the left mouse button.
5. Type **TEXT**.

TEXT

☞ If your text does not fit on the page, select it with the Text tool and type a smaller number in the **Text Size** box.

6. From the Toolbox, select the **Pointer** tool.
7. From the **View Size** shortcut menu, select **Zoom To Selection**.



Applying the line style

To change the line and fill styles:

1. In the colour bar, left-click on Yellow [100%]. The text is filled with yellow.
2. In the colour bar, right-click on Orange [100%]. The text outline is coloured orange.
3. In the **Line** menu, select **12pt** from the **Width** submenu. The width of the text outline is increased to 12 points.



4. In the General Tools at the top of the desktop, click on the **Copy** tool. A copy of the text is placed on the Clipboard.
5. In the General Tools, click on the **Paste** tool. A copy of the text is placed on top of the original.
6. Left-click on the **X** button at the left-hand end of the colour bar. The text is given a transparent fill style.
7. From the **Line** menu, select **6pt** from the **Width** submenu. The width of the text's outline is reduced to six points.
8. In the colour bar, right-click on Blue [100%]. The outline is coloured blue.



9. Repeat steps 5-9, changing the width to 3 points and the colour to Green [100%].

Grouping the text

To group the three pieces of text:

1. Select all of the objects on the page.
2. Click on the **Group** tool in the Object Tools to group the objects together.



TEXT

This tutorial has shown you how to give text multiple outlines. You can now go on to apply a similar style to any other object you create. Once you are more familiar with greenstreet Draw, you may discover different ways of creating a similar effect.

Tutorial five - pasting inside

This tutorial teaches you how to:

- ♦ **draw a path.**
- ♦ **apply a fill style.**
- ♦ **paste clipart inside a path.**

The picture you will create is Santa inside a Christmas bauble.

Before you start

Before you begin this tutorial, read the chapter 'greenstreet Draw tutorials'. This chapter contains information that you need to know before you can work through this tutorial.

Set up your page as described in 'greenstreet Draw tutorials', making sure that the grid is displayed.

Drawing a path

The path that you will paste the object inside is created by drawing a basic shape, then ungrouping it to convert it to a path.



1. From the extended Toolbox, select the **Ellipse** tool.
2. Position the tool six grid squares from the top of the page and two grid squares from the left.
3. Hold down **CTRL** and drag the tool until the circle is five grid squares wide.
4. Release the mouse button and then release **CTRL**. The circle is drawn on the page and is given the current line and fill styles.
5. Click on the **Ungroup** tool in the Object Tools to ungroup the circle.



Applying a fill style

In this section you will give the circle a radial fill style.



1. In the General Tools at the top of the desktop, click on the **Fill Styles** tool. The **Fill Style** popup appears.

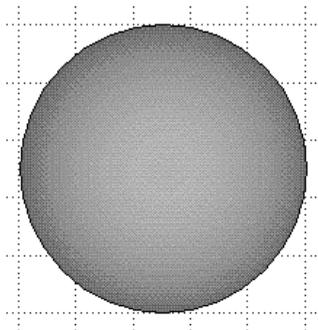
✎ If the **Fill Style** popup covers your drawing, click on its title bar and drag it to a new position.

2. From the style list, select **radial**.
3. From the top drop-down colour palette, select Blue Cyan [100%].
4. From the bottom drop-down colour palette, select Magenta [100%].

Magenta (100%)

✎ When you hold the pointer over a colour in the colour palette, its name appears in the information line.

5. Click on **Apply**. The fill style is applied to the circle.
6. Close the **Fill Style** popup by clicking on the Close button.
7. In the colour bar, right-click on black. The circle is given a black outline.
8. From the **Line** menu, select **1pt**.

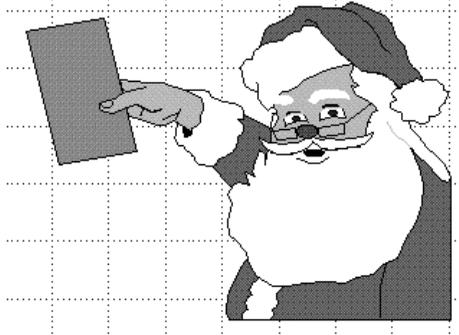


Positioning the clipart

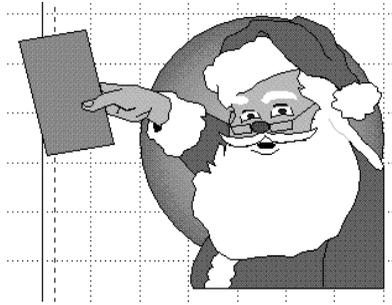
You will now import the clipart and prepare it to be pasted inside the circle.



1. Import the clipart of Santa from the PictureBrowser. The clipart is in the SAD folder. Refer to 'greenstreet Draw tutorials' for an explanation of how to do this.



2. In the Object Tools at the top of the desktop, click on the **Object Properties** tool. The **Group of Objects** dialog box appears.
3. From the **Units** drop-down list box, select **Centimetres**.
4. In the **Width** text box type 15.
5. In the **Height** text box, type 11.
6. Click on **OK**. The clipart is redrawn with the specified dimensions.
7. Drag the clipart so that it is over the circle with the top and right edges of the circle aligned with the top and right edges of the clipart.



Pasting the clipart inside

To paste the clipart inside a path:



1. In the General Tools, click on the **Cut** tool. The clipart is removed from the picture and placed on the Clipboard.
2. Select the circle, as explained in 'greenstreet Draw tutorials'.
3. In the **Edit** menu, select **Paste Inside** from the **Cut+Paste Special** submenu. The clipart is pasted inside the circle.

☞ If the clipart does not appear inside the path at the correct position, drag the circle to reveal a different area of the clipart.



4. Click on the **Group** tool in the Object Tools to group the two objects together.



Adding the finishing touches

You now need to draw the loop at the top of the bauble.



1. From the Toolbox, select the **Ellipse** tool.
2. At the top of the circle, draw a small circle approximately one grid square wide. The circle is given the current line and fill styles.
3. Left-click on the **X** button at the left-hand end of the colour bar. The fill style is removed from the circle.
4. In the **Line** menu, select **3pt** from the **Width** submenu, the outline is redrawn with a width of three points.
5. Select the bauble and its loop.
6. Click on the **Group** tool in the Object Tools to group the bauble and its loop together.



This tutorial has shown you how to paste an object inside a path. You can now go on to create many more interesting effects with this technique.

Tutorial six - text on a path

This tutorial teaches you how to:

- ♦ **type text.**
- ♦ **draw a path.**
- ♦ **join text to a path**
- ♦ **edit text on a path.**

The picture you will create is a promotional poster for dental care.

Before you start

Before you begin this tutorial, read the chapter 'greenstreet Draw tutorials'. This chapter contains information that you need to know before you can work through this tutorial.

Set up your page as described in 'greenstreet Draw tutorials'.

Typing text



To type text:

1. From the Toolbox, select the **Text** tool. The Text Tools appear at the top of the desktop.
2. From the **Typeface** drop-down list box, select a plain font, e.g.: Arial.
3. In the **Text Size** box, type 32.
4. Position the cursor on the left-hand side of the page and click the left mouse button.
5. Type *visit a dentist, look after your teeth.*
6. From the Toolbox, select the **Pointer** tool.



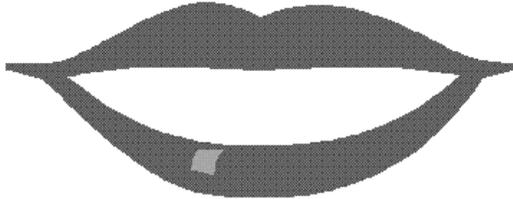
Creating the path

The path that you will join text to is a piece of clipart. The clipart is a group of objects and must be ungrouped before text can be joined to it.

46: Creating the path



1. Import the clipart of lips from the PictureBrowser, it can be found in the HAC folder. Refer to 'greenstreet Draw tutorials' for an explanation of how to do this.



2. In the Object Tools at the top of the desktop, click on the **Object Properties** tool. The **Group of Objects** dialog box appears.
3. From the **Units** drop-down list box, select **Centimetres**.
4. In the **Width** text box, type 19.
5. In the **Height** text box, type 7.
6. Click on **OK**. The clipart is redrawn with the specified dimensions.
7. Drag the lips so that they are within the page box.
8. Click on the **Ungroup** tool in the Object Tools to ungroup the clipart.



Joining text to a path

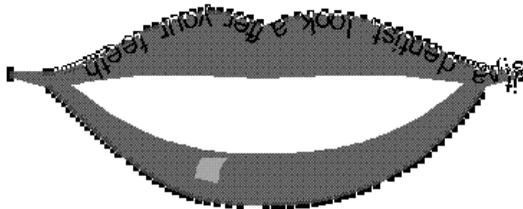
The text you have typed will be joined to the top lip.

1. Click anywhere on the page to deselect the clipart.
2. Select the text and the path around the outside of the lips. Selecting more than one object is explained in 'greenstreet Draw tutorials'.
3. In the Object Tools, click on the **Join** tool. The text is joined to the path and follows the shape of the path.



✂ The text appears upside down and the lips may disappear. Do not worry about this, you will change the appearance next.

4. If the lips are not visible, click on the **Object Properties** tool in the Object Tools. The **Text on a Path** dialog box appears.
5. In the **Options** group box, check the **Show Path** check box.
6. Click on **OK**.



Editing the text

Positioning the text on the path

When the text is joined to the path it appears upside down and runs from right to left. To rectify this:

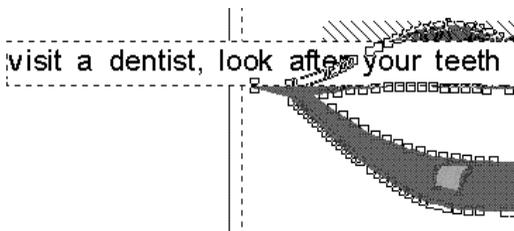


1. In the Transform Tools at the right of the desktop, click on the **Reflect Horizontally** tool. The text and path are reflected across a vertical axis and the text appears correctly.

✍ You will notice that the text starts underneath the left-hand corner of the lips. This is because it joins that path at its starting point. This can be easily corrected.



2. From the Toolbox, select the **Text** tool.
3. Click the cursor on the text. The text is hatched out and an upright copy appears temporarily for you make your edits.



4. At the beginning of the text, type three or four spaces. The number of spaces you need depends on the font you have chosen for your text. You may need one or two attempts until the position is just right.

✍ You may need to scroll the page to the left to be able to see the beginning of the text.

5. Click the cursor away from the text. The text is rejoined to the path.

Altering the appearance of the text on the path

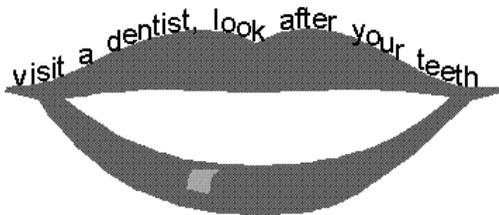
The text joins at right angles to the path. This causes the text to appear at different angles, sometimes overlapping and making it difficult to read. The way that the text appears on the path can be changed.



1. Select the text on the path using the **Pointer** tool.
2. In the Object Tools, click on the **Object Properties** tool. The **Text on a Path** dialog box appears.
3. In the **Text Orientation** group box, select **Upright**.
4. Click on **OK**. The text appears upright as it flows along the path, making it easier to read.
5. Select the paths and the text.



6. Click on the **Group** tool in the Object Tools to group the paths and the text together.



This tutorial has shown you how to join text to a path in a piece of clipart. You can use this technique to join text to any path you draw and create many more interesting pictures.

Tutorial seven - compound paths

This tutorial teaches you how to create a compound path. A compound path is a combination of two or more paths. Any part of a path that overlaps becomes transparent. It can be used to create some very interesting effects.

Before you start

Before you begin this tutorial, read the chapter 'greenstreet Draw tutorials'. This chapter contains information that you need to know before you can work through this tutorial.

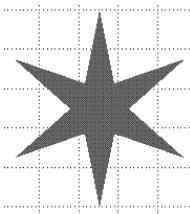
Set up your page as described in 'greenstreet Draw tutorials', making sure that the grid is displayed.

Drawing a star

The basic shape used to create this compound path is a six pointed star. To draw the star:



1. In the extended Toolbox, double-click on the **Star** tool. The **Star** dialog box appears.
2. In the **No of Points** text box, type 6.
3. In the **Star Inner Radius** text box, type 30.
4. Click on **OK**. Any star you draw will be given six points and an inner radius of 30%.
5. Position the tool three grid squares from the top of the page and two grid squares from the left.
6. Hold down **CTRL** and drag the tool until the star is five grid squares wide.
7. Release the mouse button and then release **CTRL**. A regular six pointed star is drawn on the page and given the current line and fill style.



Creating the paths to combine

Before you can combine a shape it must be converted to a path.



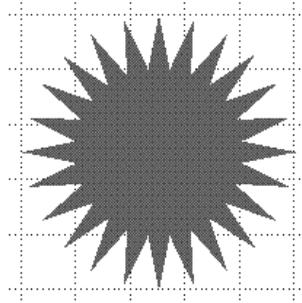
1. Click on the **Ungroup** tool in the Object Tools to ungroup the star.



2. Hold down **ALT** and click on the **Rotate 45 Degrees Right** tool in the extended Transform Tools. A copy of the star is drawn and rotated by 45 degrees.



3. In the General Tools at the top of the desktop, click on the **Transform Again** tool twice.



Combining the paths

To combine the paths:



1. From the Toolbox, select the **Pointer** tool.

2. Select all four stars. This is explained in 'greenstreet Draw tutorials'.

3. From the **Object** menu, select **Combine**. The paths are combined to create a compound path. Any parts of the stars that overlap are given a transparent fill style.

Changing the fill style

The compound path can be coloured and manipulated like any other object.



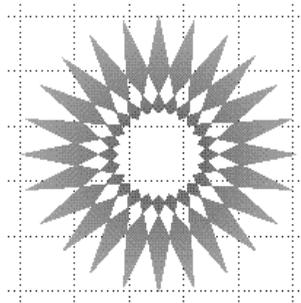
1. In the General Tools, click on the **Fill Styles** tool. The **Fill Style** popup appears.
2. From the list of styles, select **radial**.
3. From the top drop-down colour palette, select Red [100%].
4. From the bottom drop-down colour palette, select Orange [100%].

Orange (100%)

☞ When you hold the pointer over a colour in the colour palette, its name appears in the information line.



5. Click on **Apply**. The fill style is applied to the compound path.
6. Right-click on the **X** button at the left-hand end of the colour bar. The line style is removed from the stars.
7. Group the paths together.



This tutorial has taught you how to create a compound path. You can combine any object to create a compound path, but remember that a basic shape or text must be ungrouped before it can be combined.

Tutorial eight - using fill styles

This tutorial teaches you how to:

- ♦ **split and join paths**
- ♦ **apply a fill style using the Fill Style popup**
- ♦ **ungroup and group objects.**

In this tutorial you will draw a 3D cylinder shape, which will require more detailed work than the previous tutorials.

Before you start

Before you begin this tutorial, read the chapter 'greenstreet Draw tutorials'. This chapter contains information that you need to know before you can work through this tutorial.

Set up the page as described in 'greenstreet Draw tutorials', making sure that the grid is displayed.

This tutorial is more complex than the others in this guide and requires more detailed work. A fill style for the objects you draw will obscure some of the areas that you need to work in.

Therefore, we suggest that you work through this tutorial in outline format. In outline format only the outline of each object is displayed. To switch to outline format:



- ♦ From the **View** menu, deselect **Preview**. This command should not be ticked when the picture is in outline format.

Drawing an oval

The cylinder is made up of a number of paths joined together to create one object. To create the top and bottom paths of the cylinder, you must first draw an oval.



1. From the extended Toolbox, select the **Ellipse** tool.
2. Position the tool on the page two grid squares from the top of the page and two grid squares from the left.
3. Drag the tool until the oval is four grid squares wide and one grid square high.

4. Release the mouse button. The oval is drawn on the page.

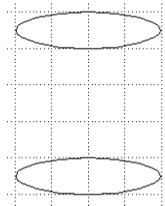


Copying the oval

You will now make a copy of the oval for the base of the cylinder.



1. In the General Tools at the top of the desktop, click on the **Copy** tool. A copy of the oval is placed on the Clipboard.
2. In the General Tools, click on the **Paste** tool. A copy of the oval is placed on top of the original.
3. From the Toolbox, select the **Pointer** tool.
4. Drag the copy of the oval three grid squares below the original.
5. Select both ovals.
6. To align the copy to the original, click on the **Align Objects Centre** tool in the extended Align Tools.



Splitting the path

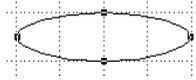
You do not need the whole of the bottom oval for the base of the cylinder, you only need half. To split the oval:

1. Click anywhere on the page to deselect both of the ovals.
2. Select the bottom oval.

 The oval is a grouped object and must be ungrouped before you can split the path.



- Click on the **Ungroup** tool in the Object Tools to ungroup the oval.



- Select both the left and right-hand points on the path, as described in 'greenstreet Draw tutorials'.
- In the Object Tools, click on the **Split** tool. The path is split into two paths, although they may appear to still be as one.
- Click anywhere on the page to deselect the paths.
- Select the top path.
- Press **DELETE**. The top path is deleted and the bottom path remains to be used as the base of the cylinder.

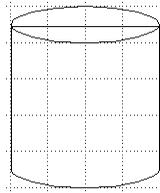


Using the corner tool

All that remains now for the basic cylinder shape is to draw the sides of the cylinder.



- From the extended Toolbox, select the **Corner** tool.
- Position the tool over the left end of the path at the base of the cylinder.
- Click the left mouse button. A corner point is drawn.
- Click on the left-hand edge of the oval. A path is drawn between the two points.
- Click on the right-hand edge of the oval. A path is drawn between the points.
- Click on the right end of the path at the base of the cylinder. A path is drawn between the points.
- Press the space bar to end the path.



Joining points

The path you have just drawn and the curve that forms the base of the cylinder will be joined together to form the basic cylinder shape.



1. From the Toolbox, select the **Pointer** tool.
2. Select the point at the left end of the curve and the first point on the corner path. You may find it easier to drag the pointer over these points to select them, rather than attempting to use **SHIFT** click.



3. In the Object Tools, click on the **Join** tool. The two points are joined together.

✍ If the **Join** tool is disabled, the points may already be joined. This is because the points are within the join range specified in your preferences.

4. Join the right end point of the curve and the end point on the corner path. The path is closed and becomes the basic cylinder shape.

✍ If the sides of the cylinder are not straight, drag the point at the top of the side until it is straight.

Returning to preview format

You are now ready to apply the fill style to the cylinder. To do this you must be in preview format.



- ◆ From the **View** menu, select **Preview**. This command should be ticked when the picture is in preview format.

Applying the fill style

When you revert to preview format the cylinder and oval are given the current fill style. You will now change this.



1. Select the oval.
2. In the General Tools at the top of the desktop, click on the **Fill Styles** tool. The **Fill Style** popup appears.
3. From the list of styles, select **linear**.
4. From the top drop-down colour palette, select White.
5. Change the percentage to 12% by dragging the slider or pressing the arrow keys.
6. From the bottom drop-down colour palette, select Black.
7. Click on **Apply**.



The basic cylinder shape is also given a linear fill style, but the change in colour will go in the opposite direction. This is because the inside of the cylinder catches the light on the opposite side to the outside.

1. Select the basic cylinder shape.
2. From the list of styles, select **linear**.
3. From the top drop-down palette, select Black.
4. From the bottom drop-down palette, select White.

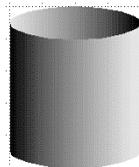
5. Change the percentage of white to 9% by dragging the slider or pressing the arrow keys.
6. Click on **Apply**. The main cylinder shape is given this fill style.
7. To close the **Fill Style** popup, click on its Close button.



Finishing off

The cylinder still does not look as it should. The oval at the top of the cylinder needs to be brought to the front of the main shape and it does not need a line style.

1. Select the oval.
2. In the Object Tools at the top of the page, click on the **To Front** tool. The oval is placed in front of the main cylinder shape.
3. Select the oval and the basic cylinder shape.
4. Right-click on the **X** button at the right-hand end of the colour bar. The line style is removed from both of the objects.
5. Click on the **Group** tool in the Object Tools to group the two objects together.



This tutorial has taught you how to manipulate paths to create an object. It has also shown how fill styles can be used to create interesting effects. You can now go on to use the skills you have learnt here to create any picture you want.

Saving and printing

This chapter explains how to:

- ♦ save your picture as a .ART file
- ♦ save your picture as a template (a .TEM file)
- ♦ print your picture to your default printer
- ♦ print colour separations
- ♦ use a professional printer.

Saving your picture

Saving your picture makes a permanent record of the picture on disk. None of the changes you make to a picture are recorded on disk until the picture is saved. If there is a system crash, or you close your picture without saving the changes, any changes made since the last save are lost.



To save the picture in the active window, select **Save** from the **File** menu. If the picture is untitled when you try to save it, greenstreet Draw prompts you to specify a name for the picture by displaying the **Save As** dialog box.

Sometimes you may want to save a picture to a new file. For example, if you have made your picture by modifying an old one, you may want to save your picture without overwriting the original on disk. The **Save As** command saves the picture as a new file, prompting you for a new name. The original file is then closed.

To save your picture as a new file:

1. From the **File** menu, select **Save As**. The **Save As** dialog box appears.
2. Select the drive and folder in which you want to save the picture.

3. In the **File name** text box, type a name for your picture. The filename is given the .ART file extension unless you type an alternative.
4. Click on **Save**.

If you have typed a filename that already exists, a message will appear asking if you want to overwrite the existing picture or choose another filename. Select the appropriate option.

✍ A large picture may take a long time to save.

Saving your picture as a template

You can save a picture that you have designed into a template file to use again at a later date. The template file will contain the page format of the picture, any line styles, fill styles and colours that you have created for the picture and any images that you have imported or objects that you have drawn.

You can later load this template file into a greenstreet Draw window and create another picture based upon the existing template.

To save a template:

1. From the **File** menu, select **Save As**. The **Save As** dialog box appears.
2. Drop-down the **Save as type** list box and select **Template (*.tem)**.
3. Select the disk drive and folder in which you want to save the template.
4. In the **File name** text box, type a name for the template. The template is given the .TEM file extension unless you type an alternative.
5. Click on **Save** to save the template.

Printing your picture

You can choose to print your picture to your default printer or to print your picture as colour separations if you want your picture to be professionally reproduced.

Printing your picture to your default printer

If your default printer is a colour printer, you can print the colours available in greenstreet Draw. Depending on the type of printer that you are using, you may be able to see more colours on the screen than your printer can print.

If you are printing to a monochrome printer, the colours will be printed in black and shades of grey.

Follow the steps below to print your current picture to the default printer:



1. In the extended General Tools at the top of the desktop, click on the **Print** tool. The **Print Options** dialog box appears.
2. In the **Output** group box, make sure that your default printer is selected. Specify the number of copies using the **Copies** spin box.

☞ To use a different printer, click on the **Print Setup** button and select a different printer from the **Print Setup** dialog box.

3. In the **Scaling** group box, specify the scale of the picture to be printed. You can choose to print the picture smaller or larger than the original, or have the picture printed to fit the page.
4. If you have created your picture on more than one layer, select which layers you want to print from the **Layers** group box.

5. In the **Picture to Page** group box, check the **Flip Orientation** check box to change the orientation of the picture you are printing. Check the **Allow Tiling** check box if your picture is bigger than the page you want to print on. The picture is printed in sections that can be pieced together after they are printed.
6. In the **Options** group box, check the appropriate check boxes to determine how you want your picture printed. Refer to the online Help for further information about these options.
7. Click on **OK**.

The **Printing** box appears, indicating the progress of the print job. To abandon the printing job, click on **Cancel**.

If your document fails to print, the cause is often a simple mechanical problem such as the printer being disconnected or the paper being jammed. Refer to the online Help for more information on solving printing difficulties.

Commercial reproduction

If you need a higher quality print, a large number of copies, thick or special paper and better colour or black and white reproduction, you will need to produce professionally printed artwork. You will therefore need to use a commercial phototypesetter and printer. We will refer to the Service Bureau as the phototypesetter and the Printer as the commercial printer, although some bureaux provide both services.

When choosing a bureau, you will need to contact one that uses PCs and has experience of producing output from other PC products. If in doubt, ask them if they can output PostScript files on a PC disk created in a Windows application. However, you may be able to use a printer that uses only MACs, by giving them an EPS (Encapsulated PostScript) file.

If your local printer is not familiar with your product, you may find it helpful to produce a simple trial document to find out what method works the best.

Preparing your picture for commercial reproduction

Before you produce your picture, you should decide on the quality of paper that you want your picture to be printed on, how many copies you need and how many colours you will be using. At this point, contact your printer who will be able to advise you on the best way of reproducing the picture you have planned.

Colours and colour separations

You can mix any colour using the **Edit Colour** and **New Colour** dialog boxes and any one of the colour models (RGB, CMYK or HLS).

✍ Due to the nature of colour, you cannot rely on your PC monitor to match or judge colour. Do not use your screen colours as a guide to your printed colours.

There are two ways of producing separations for a picture to produce colour.

Spot Colour - each colour in your picture is printed as a unique single separation. This method is usually used when the picture only uses 1,2 or 3 colours or when you need a specific colour eg. a corporate colour “red”.

Process Colour - produces only four separations, Cyan, Magenta, Yellow and Black, which are referred to as “process” colours. greenstreet Draw will calculate what percentages of the four colours are needed to produce the colours in your picture. This method is more appropriate when you are including graphics or using a large number of colours.

In some circumstances you may need to combine spot and process colours in your picture, your printer will be able to advise you if this is necessary.

✍ Do not authorise a print run until you have seen a proof of your picture and you are happy with the colours. Most commercial printers will produce one, but make sure you ask. Make sure you check the picture carefully, as mistakes can be expensive.

Producing colour separations

You have three methods that you can use to produce your picture and colour separations:

- ◆ print your spot or process colour separations directly from greenstreet Draw;
- ◆ if you are including photographs, print your spot or process colour separations directly from greenstreet Draw and have your bureau strip the photographs in;
- ◆ save your picture as a PostScript (.EPS) file and give this to your printer on disk for them to print.

Including photographs in your greenstreet Draw picture

Today it is easy to include high quality images in your picture. You can load a photo from a Photo CD or have it scanned at a bureau. However, high quality photos in your picture can cause the size of the file to become very large.

If your document is a catalogue or brochure with a large number of images, you may find it easier to use low resolution images to position the images and then let your bureau strip-in the high resolution photos. With this process, all of the photos in your picture are removed before the separations are produced, leaving just a thin box for positioning. The bureau then produces the separations for you and strips the pictures in place. This is a service that most bureaux can provide.

What to ask the printer

You will need to find out from the printer which printer driver you need to output to. Commercial printers have high quality printers such as Linotronics, you will have to select this as your output printer if you are going to print separations. If you do not have a match for a particular printer version (eg. you have Linotronic 300 and not 350), you can contact the printer manufacturer to find out which equivalent driver will work or they might send you a new one.

You should also check if you need to change the screen frequency and angles from those set by default in the program. You should not change these values unless directed to do so by your printer.

What to tell the printer

Give the printer a proof of your picture and mark this with stripping instructions and colour references. You should also produce a list of instructions with details of your job such as, the number of colours and colours used, dpi, screen frequencies, photo references, number of copies and any other details. The clearer your instructions are, the better the results are likely to be.

You should place the whole job in a folder for the printer. This should include:

- ◆ your job instructions
- ◆ the disk(s) with the separations
- ◆ your desktop printer proof
- ◆ any Photo CD or hard copy of photos if they are to be stripped in.

Printing colour separations

To print colour separations, you must have a PostScript® printer selected as the default printer. You do not need to have a PostScript printer, but the printers you have set up in Windows must include a PostScript printer. To add a PostScript printer to your Windows setup, refer to the Microsoft Windows 95 User's Guide.



1. In the extended General Tools at the top of the desktop, click on the **Print** tool. The **Print Options** dialog box appears.
2. In the **Options** group box, check the **Colour Separation** check box. If this option is disabled, you do not have a PostScript printer selected.
3. Make any other selections you need in the **Print Options** dialog box.
4. Click on **OK**. The **Colour Separation** dialog box appears.
5. In the **Separations** list box, select which separations you want to print by checking or clearing the **This Separation** check box as necessary. The separations selected for printing are marked with an asterisk (*). Colours only appear in the **Separations** list box if they have been saved as spot colours in the **Edit Colours** dialog box.

☞ As each separation is selected, the **Angle** and **Frequency** of the separation appears in the **Halftone Screen** group box. Do not adjust these values unless directed to do so by your printer.
6. When you have selected all the separations you need, click on **OK**.

Supplying your picture on disk will allow the printing bureau to produce a better quality reproduction of your picture than if you had supplied it to them on paper. To print your picture to disk as colour separations:



1. In the extended General Tools at the top of the desktop, click on the **Print** tool. The **Print Options** dialog box appears.
2. In the **Options** group box, check the **Colour Separation** check box. If this option is disabled, you do not have a PostScript printer selected.
3. In the **Output** group box, select **Print to Disk**.
4. Make any other selections you need in the **Print Options** dialog box.
5. Click on **OK**. The **Colour Separation** dialog box appears.
6. In the **Separations** list box, select which separations you want to print by checking or clearing the **This Separation** check box as necessary. The separations selected for printing are marked with an asterisk (*). Colours only appear in the **Separations** list box if they have been saved as spot colours in the **Edit Colours** dialog box.

☞ As each separation is selected, the **Angle** and **Frequency** of the separation appears in the **Halftone Screen** group box. Do not adjust these values unless directed to do so by your printer.
7. When you have selected all the separations you need, click on **OK**. The **Print to Disk** dialog box appears.
8. Type a name for your file. The file is given the extension .EPS by default.
9. You can choose to save your file directly to disk or save it on your hard disk and then copy it onto disk.
10. Click on **OK**.

If the file is very big, you can use a compression program such as PKZIP to reduce its size and save disk space. Check with your bureau which utility they use. If the file is still too big, you may have to make each separation a separate file and then compress it. PKZIP and other utilities are capable of making files save over a number of disks if necessary.

Once you have worked out a method that both you and your service bureau/commercial printer are happy with, you will be amazed by the high quality reproductions you can obtain.