The Mini Office Draw Menus

This chapter covers the menus in the order they appear on the Menu bar. The menu entries are covered as they would be seen if working in Designer Level within Mini Office Draw. At Intro Level, some of the menu entries will not be displayed. All menu entries which are available behave identically at both levels; if you want to switch levels to access the full range of menu entries, use the *Mini Office Draw Level* button in the Status Bar.

- **File**
  For opening, saving, and printing drawings.

- **Edit**
  For cutting, copying and pasting objects.

- **View**
  For showing and hiding layout tools, changing zoom, and setting user preferences.

- **Arrange**
  For aligning, layering, and grouping objects.

- **Text**
  For formatting text objects.

- **Effects**
  For applying various visual effects and styles to objects.

- **Help**
  For access to the on-line help, electronic demonstration and other help tools.

Popup menus

You can get short menus specific to a particular object by clicking with the right mouse button on the object. All the commands in these menus are also available from the main Menu bar. Popup menus are convenient because they appear directly where you are working.

File Menu

```
File
New              Ctrl+N
Open...          Ctrl+O
Open Art & Borders...
Revert
─────────────────────────
Save             Ctrl+S
Save As...
Autosave              ▶
Save Defaults
─────────────────────────
Import Picture        ▶
Export as Picture...
─────────────────────────
Page Setup...
Print...         Ctrl+P
Print Setup...
─────────────────────────
Exit
```

The **File** menu lists the commands for opening, saving, and printing drawings; importing picture files, and other associated file-based functions.

New(Ctrl+N)

Displays the StartUp assistant which allows you to begin a new piece of work. The StartUp assistant gives options to work from a blank page, an existing Mini Office Draw drawing, an Art or Border file, or view the electronic *Introduction to Mini Office Draw* demonstration.

If the drawing you are currently working on hasn't been saved since the last change was made to it, Mini Office Draw will ask you if you want to save the current drawing before continuing.

If the StartUp assistant has been switched off, by checking the "Don't show Assistant again" box, selecting **File/New** will go directly to a blank page, ready to start a new drawing from scratch.

Open...(Ctrl+O)
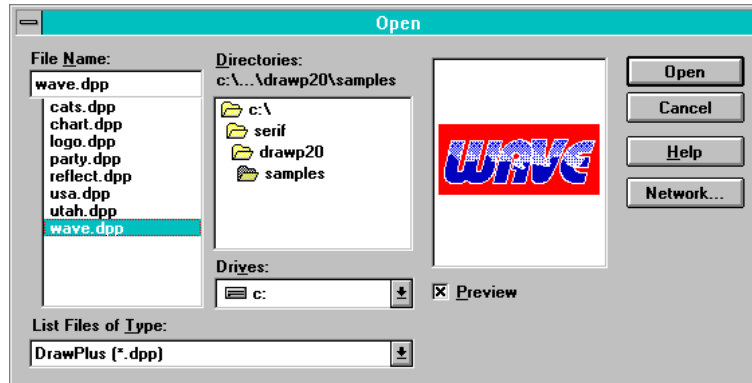
Displays a standard Windows Open dialog which allows you to open an existing Mini Office Draw drawing.

Mini Office Draw lists the drawings (*.DPP) in the current directory.

When you select a drawing, Mini Office Draw previews it. You can open a drawing without having to wait for the preview by double clicking on the drawing name, or by unchecking the "Preview" box.

If the drawing you are working on hasn't been saved since the last change was made to it, Mini Office Draw will ask you if you want to save the current drawing before continuing.

Revert

Undoes (or abandons) all changes you've made to the current drawing since it was last saved.

Save (Ctrl+S)

Saves the current drawing.

If the drawing name is "Untitled", Mini Office Draw displays the **Save As...** dialog, allowing you to specify the file name for the picture.

If Mini Office Draw is editing an embedded OLE object, this command will be renamed to **Update [document]**, where [Document] is the name of the file containing the drawing.

Save As...
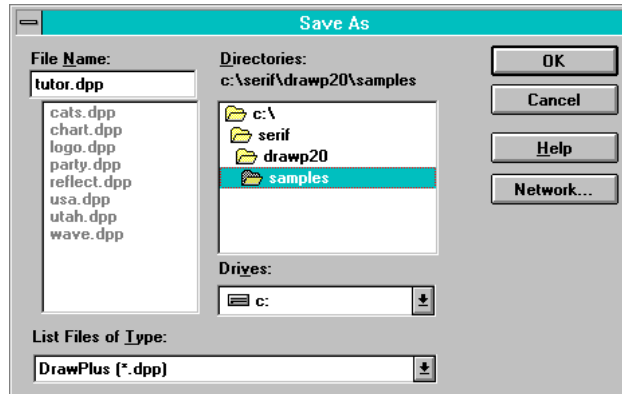
Displays the Save As dialog allowing the current drawing to be saved in the selected directory with the name specified. Change the drawing name, directory and drive to specify where you want to save your drawing. There is no need to specify a file extension. Mini Office Draw will fill in the filename extension automatically.

Autosave

If Autosave is switched on, Mini Office Draw will save a "hidden" backup of your picture at timed intervals automatically. If your work is unexpectedly interrupted before you save your document, through a power failure for example, then you will have the opportunity to restore the last "autosaved" copy of your document the next time that Mini Office Draw is started.

This menu option allows you to set the time interval between each autosave, in minutes, or to switch autosave off.

The autosave setting can be saved permanently from the **View/Preferences/General...** dialog.

Save Defaults

This option saves various document defaults, such as the font face and size used for newly created text, and the default line width and colour.
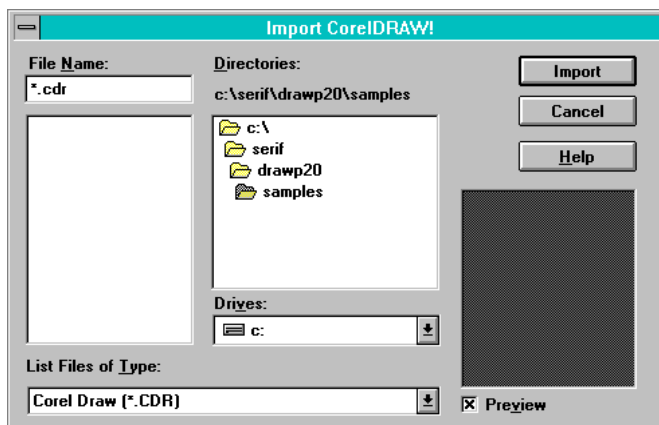
User interface settings - such as whether rulers are visible - are not affected. Use the **View/Preferences** dialogs to save these.

Import Picture

Displays a sub-menu listing picture sources. The sources available are:

CorelDRAW!...

Displays a dialog that gives convenient access to CorelDRAW! picture files.
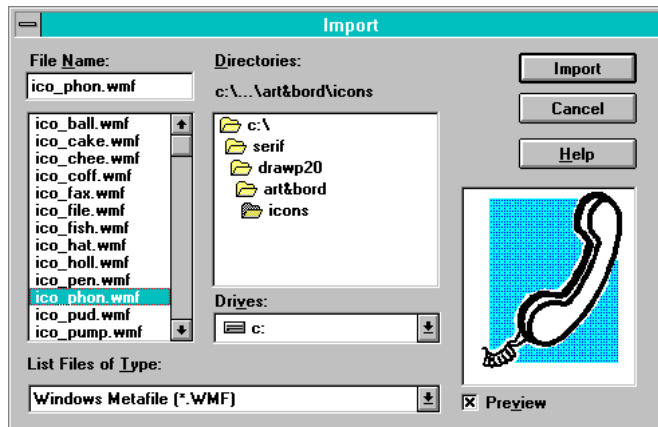

Mini Office Draw lists the available CorelDRAW! pictures in the current directory and when a picture is highlighted, a preview will be displayed. You can import a picture without having to wait for the preview by double clicking on the picture name, or by unchecking the "Preview" box.

After highlighting the desired picture, press *OK*, the dialog disappears and the mouse pointer changes to the picture paste cursor. Click to drop the picture at a default size or drag to set the size. If you hold down the CONTROL key while dragging, then the size will be constrained to the aspect ratio of the imported picture.

Other...

Allows pictures of many formats to be imported into your drawing.

Select the type of picture you wish to import using the "List Files of Type" box. A list of available pictures is displayed and when a picture is highlighted, a preview will be displayed. You can import a picture without having to wait for the preview by double clicking on the picture name.

After highlighting the desired picture, press *OK*, the dialog disappears and the mouse pointer changes to the picture paste cursor. Click to drop the picture at a default size or drag to set the size. If you hold down the CONTROL key while dragging, then the size will be constrained to the aspect ratio of the imported picture.

Export as Picture...
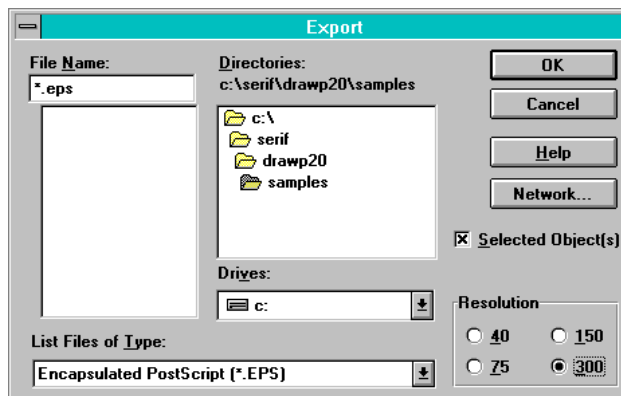
Exports all the objects on the pasteboard and page, or alternatively just the currently selected objects, as a picture in the specified picture file format. This function is very useful for generating logos and pictures which are to be placed in to publications created in other application such as a word-processor.

Select the picture type you wish to create from the "List files of type" box, then select the drive, directory, and file name for the picture.

Page Setup...
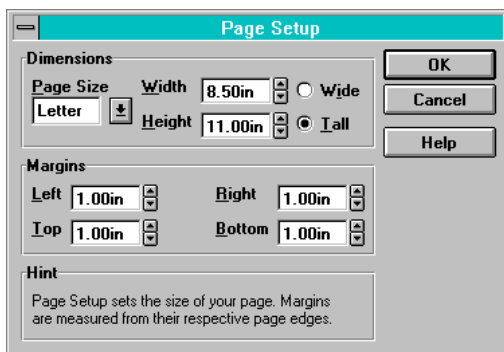
Displays a dialog for modifying the page dimensions and margins. The Page Setup settings can be saved as defaults for new drawings by selecting **File/Save Defaults**.

Dimensions

Select one of the standard page sizes from the "Page Size" list box or define your own page size by selecting "Custom" and entering values into the "Width" and "Height" entry boxes. Select "Wide" for landscape orientation or "Tall" for portrait orientation.

Margins

Set the page margins as required by entering values in the "Left", "Right", "Top" and "Bottom" entry boxes.

Print... (Ctrl+P)

Displays a dialog box providing options for printing the current drawing.

```
┌──────────────────────────────────────────────────────────┐
│ ─ □                        Print                           │
├──────────────────────────────────────────────────────────┤
│ Printer:    Default Printer (HP LaserJet III on            │
│             serif/pserver_lpt1 (LPT1:))        ┌─────────┐ │
│                                                │   OK    │ │
│  ┌Scaling──────────────────────────┐           └─────────┘ │
│  │ ⦿ │100   │  %                    │           ┌─────────┐ │
│  │ ○ Scale to fit                   │           │ Cancel  │ │
│  │                                  │           └─────────┘ │
│  │ □ Tile: overlap │0.50 │    in     │          ┌─────────┐ │
│  └──────────────────────────────────┘           │  Help   │ │
│                                                 └─────────┘ │
│  ┌───────────────────────────────────┐          ┌─────────┐ │
│  │ Copies: │1 │   Print Quality: │300 dpi    ▼│ │  Setup… │ │
│  │                                   │          └─────────┘ │
│  │ □ Print to File                   │                      │
│  └───────────────────────────────────┘                     │
└──────────────────────────────────────────────────────────┘
```
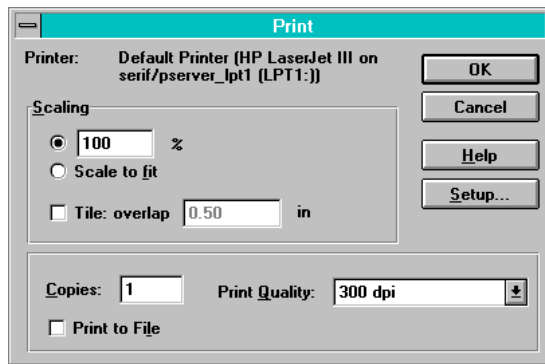
In general, you will simply want to select the number of copies and press *OK*. The drawing will be printed in colour on a colour printer or in shades of gray on a black and white printer.

Before printing check that your printer page size is set to the correct size. If you wish to select a different printer then use the *Setup...* button to access the standard Windows printer setup dialog.

Scaling percentage

Allows a "custom" scaling percentage to be specified. The default for this is 100% or normal size. To scale your work to be printed at a larger size, specify a larger value and to scale down, specify a smaller value.

Scale to fit

When "Scale to fit" is selected, artwork is automatically reduced in size, if necessary, to fit neatly on the printed page.

Print to File

Specifies that the printing data is sent to a disk file rather than to the selected printer connection. This is normally used when generating "PostScript print files" which are to be sent to a commercial bureau in order to get high resolution output.

Tile: overlap

With this option, Mini Office Draw splits large or enlarged drawings into several page-sized pieces and prints each on a separate sheet of paper. You can then lay the sheets side by side to form the complete drawing.
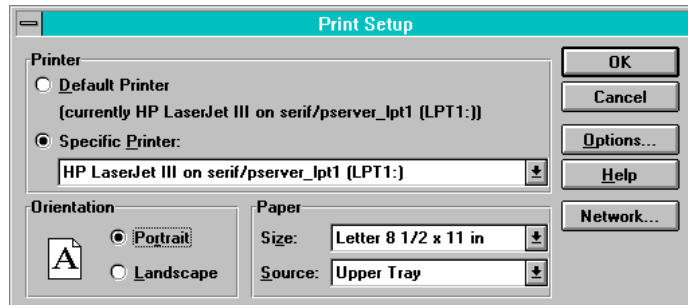
Use this for printing at larger sizes than the maximum paper size of your printer, for example when creating banners and posters.

In order to simplify arrangement of the tiles and to allow for printer margins, you can specify an overlap. The default value of 0.5 inches is generally sufficient.

Print Setup...

Displays the standard Windows Print Setup dialog.

Typically, Print Setup is used to select which printer to print to, if more than one is installed, the paper size for the printer and the orientation of the printer's page.

See your *Microsoft Windows User's Guide* for a detailed discussion of the Print Setup dialog.

Exit

This command exits Mini Office Draw.

Selecting this command is the same as selecting **Control menu/Close** or double-clicking on the window close icon.

If the current drawing has not been saved, you will be given the option of saving your changes before exiting.

If Mini Office Draw is editing an embedded OLE object, this command will be renamed to **Exit to [Document]**, where [Document] is the name of the file containing the drawing.

Edit Menu

Edit	
Undo Add Text	**Ctrl+Z**
Cut	Ctrl+X
Copy	Ctrl+C
Paste	**Ctrl+V**
Paste Special...	
Clear	Del
Select All	**Ctrl+A**

Undo (Ctrl+Z)

Undoes the most recent change to the current drawing.

Undo is grayed out when not available. You can undo several changes one after the other, up to the limit set by the "Undo Levels" entry in **Views/Preferences/General...** dialog.

The top toolbar has a shortcut button for accessing **Undo**.

Cut (Ctrl+X)

Removes the selected object or group of objects and places a copy on to the Windows clipboard. From there you can paste them back into Mini Office Draw or into another Windows application. Any application that understands OLE or the Windows metafile format will accept objects cut from Mini Office Draw. See the *Using Mini Office Draw* chapter for more details about OLE.

The top toolbar has a shortcut button for this command.

Copy (Ctrl+C)

Copies the selected object, or group of objects, to the Windows clipboard. As with **Edit/Cut**, once they're on the clipboard you can paste them back into Mini Office Draw or into another Windows application. Any application that understands OLE or the Windows metafile format will accept objects copied from Mini Office Draw. See the *Using Mini Office Draw* chapter for more details about OLE.

The top toolbar has a shortcut button for this command.

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Paste (Ctrl+V)

Pastes a copy of the contents of the Windows clipboard on to the current drawing.

The Windows clipboard can contain different formats of the same object (e.g. Picture, Bitmap...). Mini Office Draw will pick the one it thinks is best. If you want to paste a particular format, use **Edit/Paste Special...**

The top toolbar has a shortcut button for this command.

Paste Special...
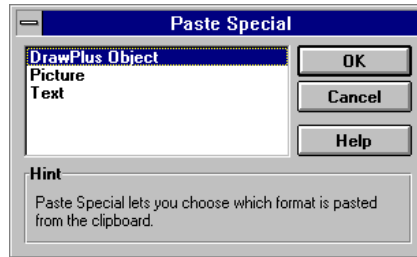
Paste special... allows you to choose which format will be pasted from the Windows clipboard.

Mini Office Draw displays a dialog that lists all the formats currently available on the clipboard (e.g. Metafile, Bitmap...). Select the format you require and press *OK* to paste.

Mini Office Draw understands the following formats:

- ■ Mini Office Draw Object
  This is the format Mini Office Draw itself supplies when you use **Edit/Copy**. It's the format **Edit/Paste** prefers, if it's available, and is the best for cutting and pasting within Mini Office Draw

- ■ Metafile, also known as Picture
  This is the format most Windows applications use for transferring scaleable pictures. If you copy a Mini Office Draw object and then paste it in as a metafile, you will find that QuickShapes and other objects get converted into curves.

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- Text
  Pasting text from the clipboard produces a Mini Office Draw text object.

- DIB
  Pasting a DIB bitmap from the clipboard produces a Mini Office Draw bitmap object. Mini Office Draw has only minimal support for bitmaps so this is usually the least preferable format to choose, but sometimes it is the only one available.

- Bitmap
  Pasting a bitmap from the clipboard produces a Mini Office Draw bitmap object. Mini Office Draw has only minimal support for bitmaps so this is usually the least preferable format to choose, but sometimes it is the only one available.

Clear (Del)

Clears or deletes the selected object or group of objects. The objects are not copied to the Windows clipboard. If you make a mistake and accidentally delete an object, use **Edit/Undo**.

Select All (Ctrl+A)
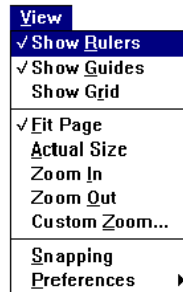
Selects all the objects on the current drawing.

If you have an object selected and you press SHIFT as you select **Select All**, all objects of the same type on the current page and pasteboard will be selected. This can be useful if, for example, you want to select all your graphic lines as a group and change their line weight.

Different QuickShapes count as different object types for the purposes of this command. Thus if you have a QuickBox selected, SHIFT+**Select All** will select all the QuickBoxes but not QuickOvals or QuickStars.

Double-clicking on the Selection Window in the Status Bar is a short-cut for this command.

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View Menu

```
View
√ Show Rulers
√ Show Guides
  Show Grid

√ Fit Page
  Actual Size
  Zoom In
  Zoom Out
  Custom Zoom...

  Snapping
  Preferences      ▶
```

This menu controls various aspects of the Mini Office Draw user interface.

Show Rulers

Shows or hides the rulers. When rulers are hidden snapping to rulers is also switched off.

Show Guides

Shows or hides ruler guides. You can create guides by clicking on the rulers. When guides are hidden, snapping to them is switched off.

Show Grid

Shows or hides the grid. The grid is a visual aid to help you size and position objects by eye.

Fit Page

Automatically sets the zoom percentage and re-centers the page display so that the current page is fully visible. The *Fit Page* button in the Status Bar is a shortcut for this menu option.

Actual Size

Sets the zoom percentage to 100%. The *1:1* button in the Status Bar is a shortcut for this menu option.

Zoom In

Increases the zoom percentage, so that your picture looks bigger. The *Zoom In* button in the Status Bar is a shortcut for this menu option.

Zoom Out

Decreases the zoom percentage, so that you can see more of your drawing. The *Zoom Out* button in the Status Bar is a shortcut for this menu option.

Custom Zoom...

This dialog allows you to set the zoom to any percentage you like. Clicking on the *Zoom* window in the Status Bar is a shortcut for this menu option.

Snapping

If checked, snapping is currently switched on. Select this to toggle the current snapping status between on and off. Clicking on the Snapping button in the Status Bar is a shortcut for this menu option.

Preferences

These two options bring up dialogs which configure various aspects of the user interface.

Preferences/General...
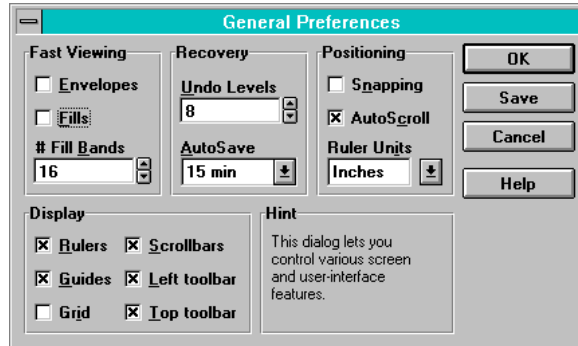
Fast Viewing/Envelopes

Normally Mini Office Draw redraws envelopes whenever you change their outline with the Node tool. If you have applied the envelope to a complex selection, this redrawing can be quite slow. Check this option to tell Mini Office Draw not to redraw the envelope until you have finished editing it.

Fast Viewing/Fills

Try changing this option if Mini Office Draw seems slow to draw radial and linear fills. It helps on most machines, although not all. See also the "#Fill Bands" entry below.

Fast Viewing/#Fill Bands

This option limits the number of bands Mini Office Draw uses for linear and radial fills when it is drawing them to the screen. Smaller numbers make for a quicker display, but looks less smooth and realistic. Mini Office Draw never uses more bands than are set in the Edit Fill dialog for the fill colour in use. Set #Fill Bands to 100 if you always want to use the fill's own setting.

The option does not affect how fills are drawn to the printer or in exported files, it only serves to speed up the screen display while you are working.

Recovery/Undo Levels

This option limits the number of commands you can undo using **Edit/Undo**. Setting a large number gives you more protection from mistakes, but it also takes up more memory.

Double-clicking on the *Undo* button in the top toolbar is a shortcut for this option.

Recovery/Autosave

If Autosave is switched on, Mini Office Draw will save a "hidden" backup of your drawing at timed intervals automatically. If your work is unexpectedly interrupted before you save your drawing, through a power failure for example, then you will have the opportunity to restore the last "autosaved" copy of your drawing the next time that Mini Office Draw is started.

The entry box allows you to set the time interval between each autosave, in minutes, or to switch autosave off. It is the same as **File/Autosave**.

Positioning/Snapping

This option switches snapping on and off. Snapping makes it easier to place and size objects precisely, by making them "jump" to page guides, ruler guides and the ruler snap grid. See the "Layout Tools" section of *The Mini Office Draw Window* chapter for more information about snapping.

The *Snapping* button in the Status Bar is a shortcut for this option.

Positioning/AutoScroll

If AutoScroll is switched on, when you drag an object off the edge of the Mini Office Draw window Mini Office Draw will scroll the window to bring it back into view. This makes it easier to move objects large distances when zoomed in. It also provides a way of scrolling if you have the scrollbars switched off.

Some people find AutoScroll irritating, it happens even if your drag was accidental. If you don't like AutoScroll, use this option to switch it off.

Positioning/Ruler Units

This option controls the units used by the rulers.

These units are also the default units used for entering dialog box values such as page dimensions and margins, and the displays in the HintLine. You can use different units in dialogs by entering the value required followed by the correct abbreviation for the unit type:

- "i" - inches
- "cm" - centimeters
- "mm" - millimeters
- "p" - points
- "pp" - picas
- "d" - didots
- "cd" - ciceros

For example, "5p" will always mean 5 points whatever the ruler units setting.

Display

These options enable you to show or hide various screen elements. Hiding screen elements gives you a less cluttered display and more screen real estate, but of course you won't be able to use the hidden tools.

Save

This button saves the General Preferences settings so that they will be the default when you next start Mini Office Draw.

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Preferences/Ease of Use...
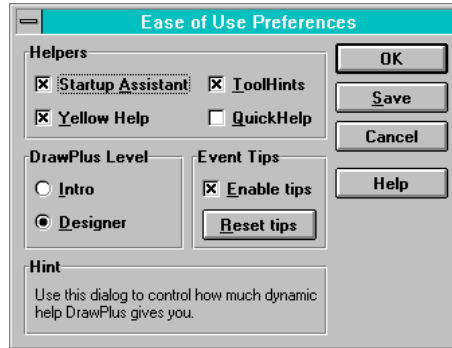
Help

Check the "QuickHelp" box to switch on the display of the QuickHelp window.

Check the "ToolHints" box to switch on the display of ToolHints.

Check the "Yellow Help" box if you want the QuickHelp and ToolHints to be displayed in a more noticeable yellow as opposed to gray.

Check the "Startup Assistant" if you want extra help when starting new drawings.

Mini Office Draw Level

These radio buttons switch Mini Office Draw between Intro and Designer level. Intro level simplifies the screen and removes the more complicated Mini Office Draw features, to make it easier for newcomers to get started. Designer level enables the full power of Mini Office Draw to be accessed.

The *Mini Office Draw Level* button on the Status Bar is a shortcut for these options.

Event Tips

These options control Event Tips.

Event tips are helpful messages which appear when you first perform some specific operation. For example, the first time you create a

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QuickShape, Mini Office Draw displays an Event Tip which explains about adjusting the shape with the Node tool.

The *Reset tips* button resets all Event Tips. Normally each Event Tip only appears once. Clicking on this button resets them so that they start popping up again even if they've already been triggered before.
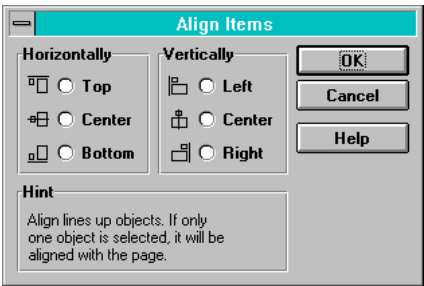
Save

This button saves the Ease of Use Preference settings so that they will be the default when you next start Mini Office Draw.

Arrange Menu
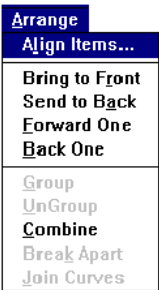
The Arrange menu contains commands for aligning, layering and combining objects in various ways.

Align Items...

Allows you to align all the objects within a selection relative to each other. If only one object is selected, it is aligned with the page boundary. If no objects are currently selected then this option is not available.

Mini Office Draw displays a dialog box providing alignment options. Select the type of alignment you want, horizontal and vertical alignment can be done together, and then press *OK*.

For example, if you choose "Left", then each object in the group will have its left edge aligned with the left edge of the leftmost object.

Finally, you can also select "Center" for either axis. For example, if you choose center for both, then all the objects will be centered on the central point of the selection or page.

Bring to Front (Ctrl+F)

Changes the layering of the selected object so it is in front of, or on top of all other objects on the current page or pasteboard. It will cover any objects underneath it.

A short cut is to double-click on the *Forward One* button on the top toolbar. You can see the depth value of an object by looking at the *Selection Area* in the Status Bar.

Send to Back (Ctrl+B)

Changes the layering of the selected object so that it is at the back of, or underneath all other objects on the current page or pasteboard. It will be covered by any objects on top of it.

A short cut is to double-click on the *Back One* button on the top toolbar. You can see the depth value of an object by looking at the *Selection Area* in the Status Bar

Forward One

Brings the current selection forward one layer, so that it is closer to being on top of all other objects.

There is a convenient *Forward One* shortcut button on the top toolbar. You can see the depth value of an object by looking at the *Selection Area* in the Status Bar

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Back One

Sends the current selection back one layer, so that it is closer to being behind all other objects.

There is a convenient *Back One* shortcut button on the top toolbar. You can see the depth value of an object by looking at the *Selection Area* in the Status Bar

Group

Locks the current selection of objects together into a *permanent* group, so that they select, move and scale as a unit.

When you select a collection of objects using the pointer tool, you make a *multiple selection.* If you deselect the objects, they go back to being independent. This option groups *permanently*. This is useful, since most elements in a drawing are made up from several component objects.

Individual objects, group objects and combined objects can all be grouped. The current selection needs to have two or more objects for **Group** to have any effect. However, if you have just one object selected, and it is a Combination, then the objects will be **Broken Apart** first, and then **Grouped** automatically

There is a convenient *Group* shortcut button on the top toolbar.

Ungroup

This reverses the action of **Group**. It turns a permanent group back into a multiple selection. This option is only enabled while a group is selected.

The *Group* shortcut button on the top toolbar is down while a group is selected; clicking it again has the effect of **Ungroup**

Combine

Combines the outlines of objects from the current selection. If two or more objects are selected, Combine produces a more complex shape with a single interior and "holes" where they overlap. This is useful for creating "mask" or "stencil" effects. If only one object is selected, Combine creates a rectangle just bigger than the object and combines the pair. If no objects are selected, Combine has no effect.

Only text, closed shape and QuickShape objects can be Combined. Lines and bitmaps are ignored by the Combine option. Permanent groups also cannot be combined, but if the selection consists of only a single permanent group, Mini Office Draw will ungroup it automatically and Combine the resulting collection of objects.

There is a convenient *Combine* shortcut button on the top toolbar.

Break Apart

This reverses the action of **Combine**. It turns a combination back into a multiple selection. This option is only enabled while a combination is selected.

The *Combine* shortcut button on the top toolbar shows as depressed while a combination is selected; clicking it again has the effect of **Break Apart**
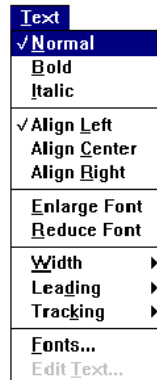
Join Curves

This is a special version of the **Combine** command for joining two lines end points together. It is only available when you have two lines selected.

To join two lines, select them both then use this command. It will connect the end control node of one line with the start control of the next by inserting a straight line segment.

To break a line and create two separate lines, select one of the lines corner nodes with the Node tool and use the *Break Curve* button in the Curve Editor.

Text Menu

Text
√ **N**ormal
Bold
Italic

√ Align **L**eft
Align **C**enter
Align **R**ight

Enlarge Font
Reduce Font

Width ▶
Lea**d**ing ▶
Trac**k**ing ▶

Fonts...
Edit **T**ext...

The Text menu lists commands for altering the properties of text objects.

If no text object is selected the commands affect the default properties, which are the properties text objects have when they are first created.

Normal

Switches off **Bold** and *Italic* text styles, making the text look normal.

Bold

Switches on or off the **Bold** text style. There is a convenient ***Bold*** button on the top toolbar.

Italic

Switches on or off the *Italic* text style. There is a convenient ***Italic*** button on the top toolbar.

Align Left, Align Center, Align Right

These three options control whether text is left or right justified, or centered. You need to have a text object with several lines of text to see any effect.

A paragraph of "left" aligned text will have all lines flush with the left edge of the text object, with a ragged appearance on the right side.

A paragraph of "center" aligned text will have a ragged appearance on both the left and right sides of the text.

A paragraph of "right" aligned text will have all lines flush with the right edge of the text object, with a ragged appearance on the left side.

There are shortcuts for these buttons on the top toolbar.

Enlarge Font

Makes the text bigger. You can select a specific size by using the *Text Size* combobox on the top toolbar.

Reduce Font

Makes the text smaller. You can select a specific size by using the *Text Size* combobox on the top toolbar.

Width

Sets the width of text characters as a proportion of their height. The flyout menu has a list of common values. The default is 100% which gives normal text. The **Text/Width/Custom...** command accesses the **Spacing** dialog, which lets you set a specific width.

You can also change text width by resizing the text object with the Pointer tool.

Leading

Controls the distance between the baseline of one line of text and the baseline of the next line of text, sometimes referred to as line spacing. The flyout menu has a list of common leading values. The default is 120% which gives a small gap between lines. To obtain double spaced lines a value of 200% is used.

The **Text/Leading/Custom...** command accesses the **Spacing** dialog, which lets you set a specific leading:
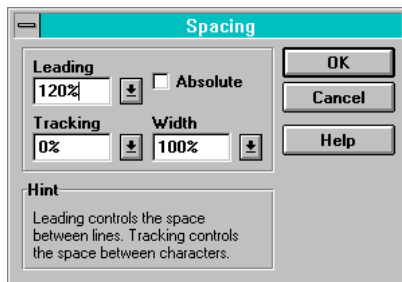
If the "Absolute" box is not checked, the leading value is specified as a percentage of the text size. This is the normal method, meaning that the relative amount of space between lines does not change when the text size is changed. If the "Absolute" box is checked, the leading value is specified in points. This is used less often and means that the distance from one line of text to the next will be the same even if the text size is increased or decreased.

You can also change leading by dragging the text handles with the Node tool.

Tracking

Alters the gap between characters, also known as letter spacing. The flyout menu has a list of common tracking values. The default is **Normal**. Tracking is often used to squeeze an extra word onto a line or make headlines more distinctive. The **Text/Tracking/Custom...** command accesses the **Spacing** dialog which lets you set a specific tracking value as a percentage of the text size.
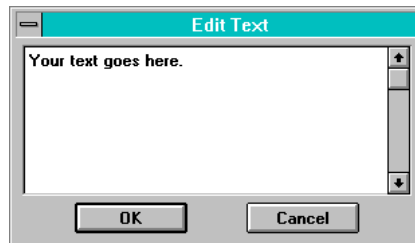
You can also change tracking by dragging the text handles with the Node tool.

Fonts...
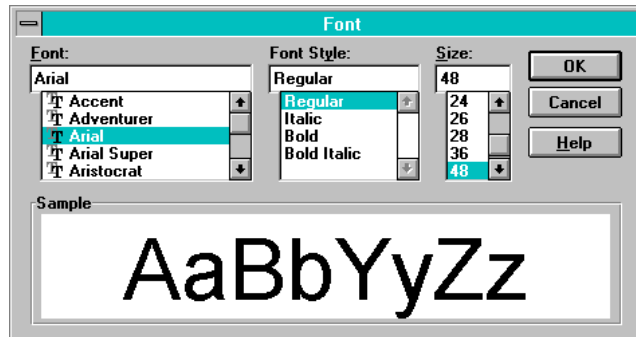
This is a standard Windows dialog for changing the font, style and size of your text. A shortcut is to double-click or right-click on the text formatting buttons in the top toolbar.
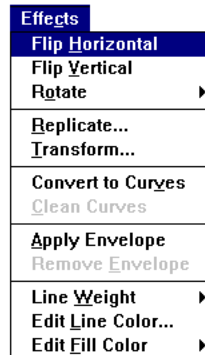
Edit Text...

This brings up the text entry dialog, which allows you to edit your text. The menu option is disabled if no text is selected.

....

Effects Menu

Effects
Flip Horizontal
Flip Vertical
Rotate ▶

Replicate...
Transform...

Convert to Curves
Clean Curves

Apply Envelope
Remove Envelope

Line Weight ▶
Edit Line Color...
Edit Fill Color ▶

The Effects menu lists commands for manipulating objects as graphics.

Flip

These two commands turn the current selection into its mirror image. For example, **Flip Horizontal** will make a "b" look like a "d" and **Flip Vertical** will make a "b" will look like a "p".

Try drawing a Spiral QuickShape, making an exact copy of it (drag with the Node (or Pointer) tool with the CONTROL key held down), and Flipping the copy. You can now place the copy over the original to make a mandela pattern.

The top toolbar contains convenient shortcut buttons for the flip commands.

Rotate

Rotates the current selection through some angle. The flyout menu contains a list of common angles. You can rotate through any angle by using the Status Editor, or by using the Rotate tool.

Rotate makes the QuickShapes much more useful. For example, Mini Office Draw has an Up-arrow but no left, right or down arrows. You can make these by drawing an Up-arrow and then rotating it.

The top toolbar contains a shortcut button which rotates through 90 degrees.

Replicate...
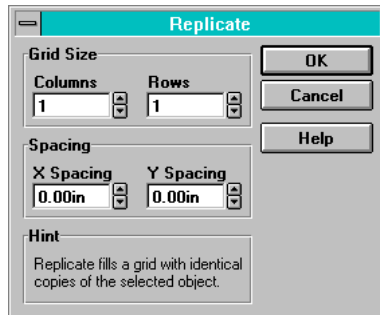
This dialog fills a grid with identical copies of the selected objects. "Rows" and "Columns" sets the size of the grid, so that entering "3" and "4" will produce 12 copies in total. The "Spacing" fields determine the gap between rows and columns.

Replicate is especially useful if you are producing artwork for labels, and you are using printer forms that have several sticky labels on each sheet. You can draw the label once, than replicate it to match the printer forms.

You can also use Replicate to make regular grids and arrays. For example, try drawing a long thin box 0.1" tall and 3" wide, replicating it to 20 rows with a Spacing of 0.1" to make a grid, and then Combining it with other objects like text to make your own custom text patterns.

Transform...
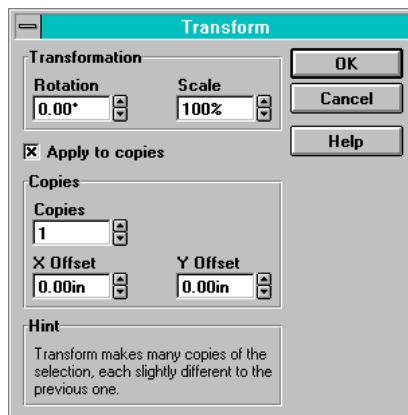
This dialog makes many copies of the selected objects, each copy slightly different to its neighbor. You can produce many interesting effects with Transform. This is a good one to play with. You might try using **Arrange/Align Items...** to position the new objects.

Rotation

Sets the rotation angle applied to each successive copy. The default is 0°, meaning no rotation.

Scale

Sets the relative size of each copy. For example, entering 50% makes each copy half the size of the one before. The default is 100%, meaning all copies are the same size.

Apply to copies

When this is checked, the "Copies" and "Offset" fields are enabled; Transform makes new objects and leaves the currently selected object unchanged. When this is unchecked, Transform applies directly to the currently selected object and does not create any new copies.

Copies

Sets the number of copies of the current selection to create.

X and Y Offset

Sets the distance between the top-left corner of successive copies. The default offset is 0, meaning the new objects are placed exactly on top of the old.

Convert to Curves

Converts an object into a collection of line objects, so that it can be edited with Node tool and Curve Editor. The object will no longer have its old type. For example, text when converted to curves is no longer text; you can't change its font. There is a convenient *Convert to Curves* button on the top toolbar.

Some objects, especially Enveloped ones, will benefit from being cleaned with **Clean Curves** after they've been converted.

Clean Curves

This command is most useful when editing Arts & Borders or other imported pictures. These often have curves which are made up of lots of tiny straight line segments. Clean Curves replaces the line segments with a single smooth curve. This makes it much easier to edit with the Node tool.

The cleaned curve gives a good but not 100% accurate reproduction of the original shape.

Apply Envelope

Adds a plain envelope to the current selection The Node tool is selected automatically, so that you can use it to edit the envelope shape.

Mini Office Draw has many predefined envelopes. Click on the *Envelope* flyout button in the left toolbar to use one of them.

Remove Envelope

Removes an envelope. The objects contained in the envelope are left as a multiple selection.

Line Weight

Changes the weight or thickness of object outlines, or switches them off altogether. There is a flyout menu of common line weights. **Effects/Line Weight/Custom...** shows a dialog which lets you enter any weight.

There is a shortcut button for changing *Line Weights* on the left toolbar. Double-click, or right-click, on the button to get the **Custom Weight** dialog.

Edit Line Colour...
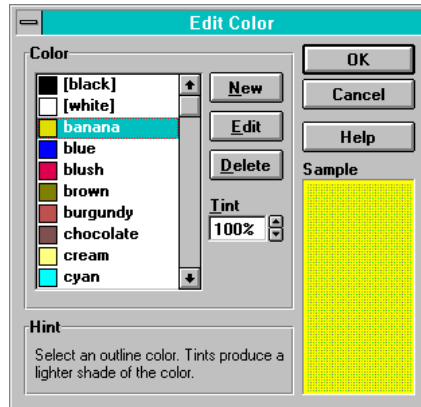
This dialog controls the colour of object outlines. There is a palette of named colors, each of which can be applied with a percentage tint or shade.

Colour

Selects a colour from the palette. Double-clicking on a colour automatically selects "Edit" for that colour.

Delete

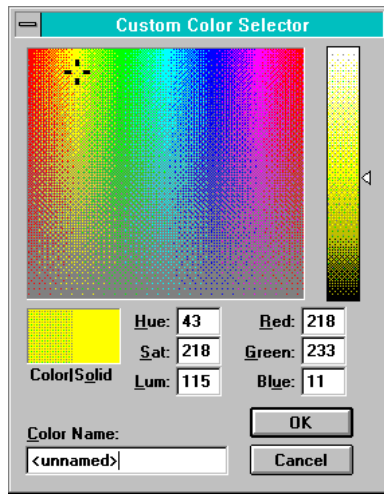Deletes the selected colour.

Tint

Sets the tint. The default is 100%, which produces the full colour from the palette. The lower the tint, the less intense the colour.

Sample

This rectangle is filled with the current colour, to show how it looks.

New.../Edit...

Clicking on" New..." or "Edit..." brings up a further dialog in which a colour in the palette is edited.

The first text field sets the name of the colour. The next three scroll bars and edit boxes control the mixture of Red, Green and Blue that make up the colour. The values range from 0 to 255; 0, 0, 0 is solid black, 255, 255, 255 is pure white.

Beneath the scroll bars is a sample box which is filled with the current colour. The screen representations of colors may vary depending on your Windows screen driver.

There is a shortcut button on the left toolbar for choosing line colors from a flyout palette. Double-click on the button to get the **Line Colour** dialog. You can also use right-click on the flyout palette.

Edit Fill Colour/None

This command switches off fills, making the selected objects transparent, apart from their outlines.

Edit Fill Colour/Solid...

This dialog sets a solid fill, which just fills objects in the current selection with a single, plain colour. The controls are similar to the **Line Colour...** dialog.

There is a shortcut button on the left toolbar for choosing fill colors from a flyout palette. Double-click on the button to get a general **Fill Colour** dialog. You can also use right-click on the flyout palette.

Edit Fill Colour/Linear...
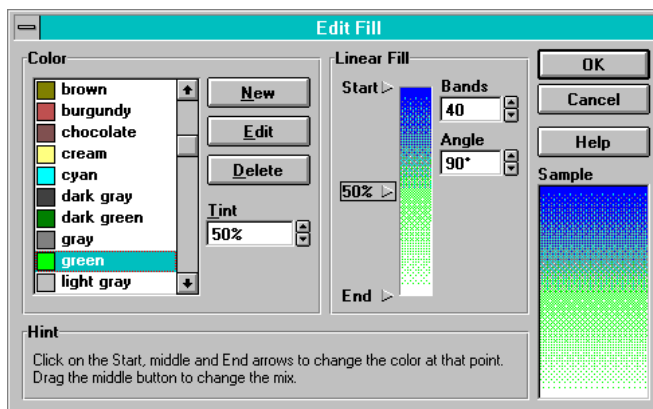
This dialog sets a linear fill, one which gradually blends between two or three solid colors.

The "Colour", "New", "Edit", "Delete" and "Tint" controls are similar to the controls of the **Line Colour...** dialog, except that they apply only to the colour currently being set in the fill, not to all three colors used by the fill. The "Sample" box shows the complete fill.

Colour Markers

The "Start", "Middle" and "End" markers (triangles next to the graduation fill sample) allow the start, middle and end colors to be set. To set any of the colors, select the colour marker by clicking on it, then select a colour.

The middle marker shows its current position as a percentage between the start and end markers. You can change its position by dragging on it with the mouse. To get two colour graduated fills, drag the middle marker down to cover either the start or end marker.

Angle

This controls the angle of the lines used to draw the fill in the object. The default value is 90 degrees which gives horizontal Linear fills. You can get sloping lines by entering some other angle.

Bands

This control sets how many colour graduations are used to move from the start to the end colour. Large values give smoother blends, but they are slower to draw and they take up more memory in exported files. The default value is forty, which is a good compromise for a fairly smooth blend.

There is a shortcut button on the left toolbar for choosing fill colors from a flyout palette. Double-click on the button to get a general **Fill Colour** dialog. You can also use right-click on the flyout palette.

Fill Colour/Radial...
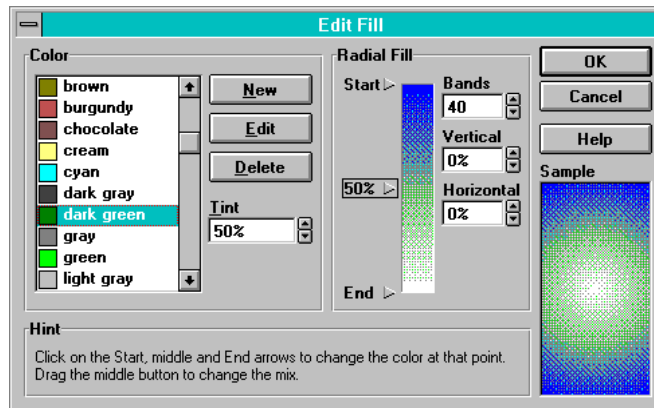
This dialog sets a radial fill, one which uses a pattern of circles to blend between colors.

The "Colour", "New", "Edit", "Delete" and "Tint" controls are similar to the controls of the **Line Colour...** dialog, except that they apply only to the colour currently being set in the fill, not to all three colors used by the fill. The "Sample" box shows the complete fill.

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Colour Markers

The "Start", "Middle" and "End" markers (triangles next to the graduation fill sample) allow the start, middle and end colors to be set. To set any of the colors, select the colour marker by clicking on it, then select a colour.

The middle marker shows its current position as a percentage between the start and end markers. You can change its position by dragging on it with the mouse. To get two colour graduated fills, drag the middle marker down to cover either the start or end marker.

Vertical and Horizontal

These control the center of the radial fill in the object. By default, both are set to 0% placing the center of the radial fill in the center of the object. Setting both to 100% would give a pattern radiating out from the object's bottom right corner.

Bands

This control sets how many colour graduations there are from the start to end colour. Large values give smoother blends, but they are slower to draw and they take up more memory in exported files. The default value is forty, which is a good compromise for a fairly smooth blend.

For speed, Mini Office Draw can use fewer bands when drawing to the screen. This is controlled from the "Fast Viewing/#Fill Bands" option in the **View/Preferences/General...** dialog.

Help

Help
Contents
Search for Help on
Inde<u>x</u>
DrawPlus <u>D</u>emo...
Serif <u>W</u>elcome...
DrawPlus Cr<u>e</u>dits
<u>A</u>bout DrawPlus...

The help menus give access to the various help and learning aids of Mini Office Draw.

On-line Help

The Mini Office Draw on-line help uses the standard Windows help system. The help text contains reference information in an easy to use form. The material is indexed and can be searched using the search function.

Select **Help/Contents** to access the help entries, working from the main subject titles.

Select **Help/Search for Help on...** to quickly access the search function of the Windows help system.

Select **Help/Index** to quickly access the areas of the help system via an easy to use index.

Mini Office Draw Demo

Runs an electronic demonstration which introduces Mini Office Draw and its features.

Europress Welcome...

Provides Welcome and Registration information.

Mini Office Draw Credits

Leads to a Help screen giving credits for Mini Office Draw technology.

About Mini Office Draw...

Displays the Mini Office Draw version number and copyright message.