DrawPlus Tour

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Introduction

Welcome to the **DrawPlus Tour**, which introduces all the basic skills for using Serif DrawPlus 2.0 and touches on many advanced ones. You don't produce anything during this tour, it just gives you the chance to become familiar with DrawPlus before you start working on real drawings.

➤ Make sure you read all the paragraphs marked like this. These are key paragraphs and the Tour is written to assume you are following what they say.

   1. Sentences like this provide step-by-step instructions of how to carry out directives given in a preceding key paragraph.

Explore and experiment: If you have time, and are familiar with Windows, look out for paragraphs like this one and try to follow the suggestions. Don't worry if you have problems, just move on.

This tour assumes you know Windows basics, so:

➤ If you find you are getting nowhere fast following these key paragraphs, you should pause to run through the on-line 10 minute Windows Tutorial. Select **Help/Windows Tutorial** from the Program Manager window (see your *Microsoft Windows User's Guide* if you don't know what that means).

If you have minor problems following these key paragraphs, or have to skip parts of the many **Explore and experiment** diversions, don't worry. Simply move on and then, after you've been using DrawPlus for a while, run through this Tour again. You'll be surprised at what you pick up a second time round.

OK, let's start...

Starting Off

First, start DrawPlus.

► Start DrawPlus now if you haven't already.

1. In the Windows Program Manager, double-click to open the Serif Applications group.

2. Double-click on the DrawPlus 2.0 icon.

DrawPlus 2.0

While DrawPlus is loading it displays a window containing the startup screen.

Problem? If DrawPlus won't start at all (doesn't display the startup screen), fails part way through starting, or is otherwise unreliable, refer to the Troubleshooting: Machine Setup topic of the Install help file. To access the help file, you must use the Help menu of another program. See the explanation under Install, above.

3. DrawPlus displays its initial working screen, then immediately calls up the Serif Welcome window on top of the working screen.
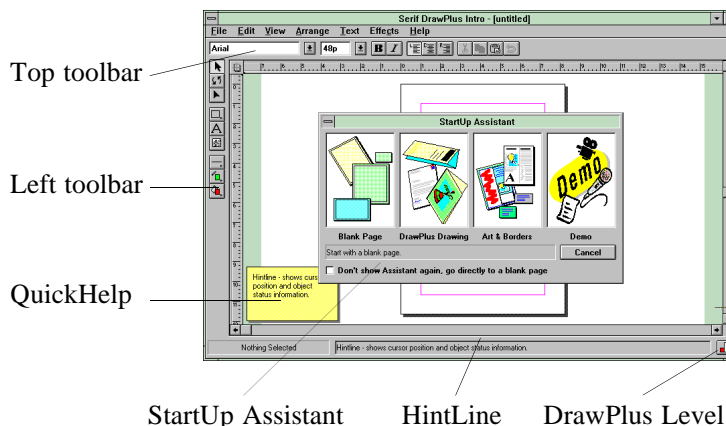
Serif Welcome

The first time you start DrawPlus, a "Serif Welcome" screen is displayed.

► Please take some time to explore Serif Welcome - it contains important information about registering the product and some useful contact numbers.

To finish with the Welcome, just click on the *Register Later* button. You can register whenever you feel like it. When you have a moment, please call Serif toll-free with your installation number, and we'll give you a personalized registration number to enter in the Welcome. If you purchased DrawPlus directly from Serif, then your registration number is printed on your invoice, and you should enter it now.

If you want to access Serif Welcome again after this initial display, select **Help/Serif Welcome.**

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After you've finished with the Welcome, take a look at the initial working screen and familiarize yourself with its basic layout.

Top toolbar —

Left toolbar —

QuickHelp —
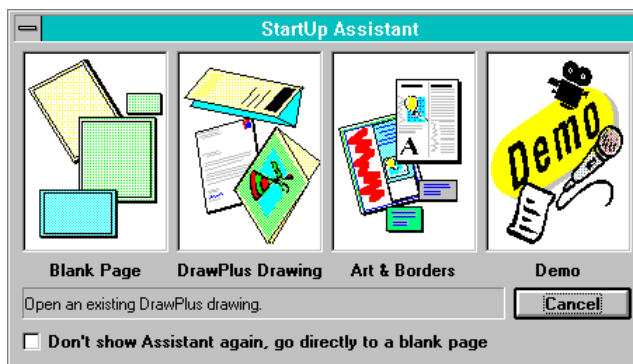
StartUp Assistant   HintLine   DrawPlus Level

Note that you can end your Tour session and exit DrawPlus at any time.

1. If you want to exit DrawPlus, click on the word **File** in the menu bar along the top of the DrawPlus window, then click on **Exit**.

   If you're asked to save changes, click on No.

   Throughout the rest of the DrawPlus documentation, menu selections are referred to in an abbreviated form such as **File/Exit.**

Starting a Drawing

When DrawPlus is started, the StartUp Assistant is displayed. The StartUp assistant provides options for creating and editing your drawings:
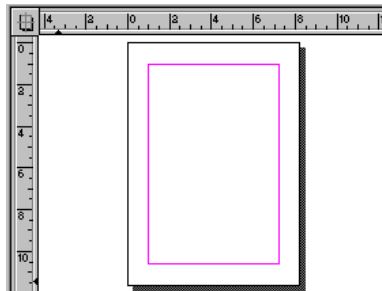
- **Blank Page**
  Start from scratch with a blank page.

- **DrawPlus Drawing**
  Open an existing DrawPlus drawing.

- **Art & Borders**
  Use a pre-designed "clipart drawing" for a head start. DrawPlus is supplied with a range of clipart pictures, categorized for easy selection.

- **Demo**
  Shows a quick introduction to DrawPlus in the form of an electronic presentation.

Notice that as you move the mouse over the buttons of the StartUp assistant, the mini HintLine gives a detailed explanation of the option available with that button.

► Start with a blank page now using the StartUp Assistant.

1. Click on the **Blank Page** button of the StartUp Assistant.

   DrawPlus displays a blank page.

The page and pasteboard

Most of the DrawPlus display is taken up by a "page" area and a surrounding "pasteboard" area.
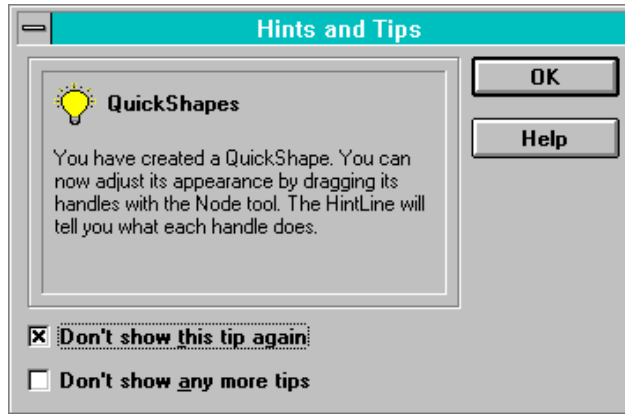
The page area is where you create your drawing and is the area that will print. The pasteboard area is where you generally keep the Curve and Status Editors, and any text, curves and shapes which are being prepared or waiting to be positioned on to the drawing you are working on.

The page and pasteboard arrangement is very convenient. In fact, it is an electronic equivalent of the system used by traditional graphic designers: they kept design tools and bits of text and graphics on a large pasteboard, and then carefully pasted final arrangements of text and graphics onto a page pinned down in the middle of the pasteboard.

Taking it easy, part 1

Serif DrawPlus is designed to be the fastest drawing product to learn, and the easiest to use. It has an incredible number of features designed specifically to aid the learning process, including Levels, ToolHints and QuickHelp. There's also the DrawPlus Hints and Tips that you should be aware of:

Hints and Tips

Don't be alarmed when a Hints and Tips message pops up! They appear when you do certain operations, such as creating a QuickShape.

Hints and Tips offer you some advice about the function you've just chosen, to help you learn more about the basic features of DrawPlus, various shortcuts and advanced options. Just click on the *Close* button when you've finished reading.

DrawPlus Levels

You can use Serif DrawPlus at two levels: *Intro* or *Designer.* Each level is designed to balance the amount of available power with an appropriate level of help as explained below.

■ **Intro Level**
Designed for newcomers to DrawPlus and for simple drawing tasks, like customizing clipart.

■ **Designer Level**
Intended for more advanced users. All the super-powerful features of DrawPlus are available.

It's simple to switch between levels as your skills progress by either selecting **View/Preferences/Ease of Use...** or by using the *DrawPlus Level* button on the right hand side of the Status Bar.

During the course of this tour you will mostly be using features available at Intro Level, but as the tour progresses, Designer Level will be used to access some of the more advanced features of DrawPlus.

► Switch between the levels now, using the *DrawPlus Level* button on the Status Bar.

1. Check out your current level (displayed in the title bar) and look at the options available under each of the menu bar selections. Look also at the buttons on the top and left toolbars, and on the Status Bar.

2. Click on the *DrawPlus Level* button and take another look at the menus and screen.

You should have noticed that as you move from Intro Level to Designer Level, the number of entries on each menu increases and more buttons appear on the toolbars.
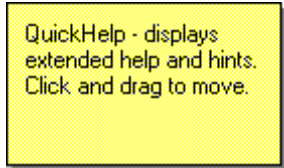
When starting this tour, we assume that you have Intro Level selected. If you'd like to work at Designer Level from the start, that's no problem. The tour is designed to apply to either level. So if you're feeling confident, you can work at the higher level and take some time to explore the more advanced options available.

► Select Intro Level now.

1. Click on the DrawPlus level button until the DrawPlus title bar shows "Serif DrawPlus Intro - [Untitled]".

And just before we start, here's a couple of quick extras which really help to make learning DrawPlus a snap. They'll provide useful guidance if you struggle with any of the tour instructions.

QuickHelp and ToolHints

To make it easier to use the program, Serif DrawPlus provides valuable feedback and prompts in the yellow QuickHelp window.

QuickHelp - displays extended help and hints. Click and drag to move.

► Watch the QuickHelp window, as you move the mouse over the buttons of the toolbars and Status Bar, to find out what each button does. As you move through the tour, watch out for QuickHelp - it can often be used to guide you step-by-step through an operation.

Explore and experiment: Now spend a few moments watching QuickHelp as you browse the menus. If you need to reposition QuickHelp, just click and drag it anywhere on the page or pasteboard. If you find that QuickHelp is using up too much screen real estate, click on it to minimize it into a HintLine. It's now become a yellow panel at the right of the Status Bar. To bring QuickHelp back just click on the HintLine.

► Now try keeping the mouse pointer still over any icon for a few seconds. A yellow ToolHint will appear to give you an instant description of that button.

OK, now you're armed with QuickHelp, HintLine and ToolHints, let's move on and take a closer look at Serif DrawPlus!

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Creating Objects

You use the second set of buttons in the left toolbar to create objects. There are three basic kinds of object: QuickShapes, Text and Curves. (You have to be in Designer Mode to draw curves - we'll do this later.) You can also create objects by importing clipart images or other drawings.

Creating a QuickShape Box ▯

You can create boxes by using the QuickShapes button. There are lots of QuickShapes; boxes are one of the simplest.

► Add a QuickBox to the drawing now using the QuickShapes button in the left toolbar.

1. Move the mouse pointer over any of the buttons in the left toolbar, and wait for a few moments.

A yellow ToolHint will appear next to the button, explaining what the button does.

1. Move over the buttons in the left toolbar until the ToolHint says, "QuickShapes".

   The mouse is now over the QuickShapes button.

2. Click on the QuickShapes button.

   When you click, the button stays down to show you have the QuickShapes tool selected.

   Problem? Don't worry if a Hints & Tips message appears when you click. It's just there to help, read the tip, and then click on the *OK* button to get rid of it.

3. Move the mouse over the page area.

   As you move over the page area, the mouse cursor changes to reflect the current tool that you have selected. Look at the HintLine. While moving over the page area the HintLine shows the current position on the page.

4. Click and hold the left mouse button down.

5. Drag the mouse diagonally then release the mouse button.

    That's it. A QuickBox is created with position and size set according to your dragging.

    Problem? Another Hints & Tips dialog may pop up when you finish dragging. As before, just read it and click on *OK* to hide it.

    Problem? If you seem to end up with a very small object, or even just a tiny dot, you must have dragged a very small distance before releasing the mouse button. Select the QuickShapes tool again and try drawing another QuickBox, only drag a bigger distance before releasing the mouse button.

► Take a look around and see what you notice. Here are some highlights:

- When you finished drawing, the QuickShapes button popped out and the Node tool was selected automatically. Most creation tools will revert to the Node or Pointer tool once you have created an object. We will explore these other tools later.

- The QuickBox has a small, hollow rectangle drawn midway down its left-hand side. This is called a *node handle* and it indicates the QuickBox is selected and the current tool is the Node Tool.

- The Status Bar, at the bottom of the screen, gives you some information about the current object selection. When the mouse is over the QuickBox object, the HintLine shows the QuickBox name, size, position and rotation angle.

Creating other QuickShapes

Now we'll create one of the other QuickShapes. We'll create a QuickArrow. All of the QuickShapes are stored in a flyout palette which appears when you click and hold down the mouse over the *QuickShapes* button. Some of the other toolbar buttons also have flyouts. You can tell whether a button has a flyout by looking for a small black chevron at the bottom right corner of the button.

► Create a QuickArrow QuickShape.

1. Click on the *QuickShapes* button again.

    The button remains depressed, showing that the QuickShapes tool is selected.

2. Click a second time on the **QuickShapes** button.

This time a flyout palette appears. The flyout contains more QuickShape buttons.

3. Click on the QuickArrow button, which is the second from the end in the top row of the flyout.

The flyout disappears and the QuickShapes button changes to reflect the last shape selected, in this case the QuickArrow shape.

4. Move the mouse over the page area and drag.

When you release the mouse button, the QuickArrow shape is drawn. Notice that the QuickArrow has several small node handles whereas the QuickBox had only one node handle.

There are two other ways to access the flyout palette. If you hold the mouse button down over the QuickShapes button for a few seconds, the flyout will appear or, if while you're holding the mouse button down, you drag to the right, the flyout will appear without any delay.

Explore and experiment: Now spend a few minutes with the QuickShapes until you feel comfortable creating them. Try creating each of the shapes in the flyout. Watch the HintLine display as you drag to create them.

► If your drawing gets cluttered with objects, choose **Edit/Select All**, and press the DEL key to delete all the objects.

Creating Text

You use the Text tool to create text objects.

► Create some text now.

1. Select the Text tool from the left toolbar. It's below the **QuickShapes** button.

2. Move the mouse over the page area.

3. Click the mouse at the position for the text.

DrawPlus displays a Text Edit window to type your text into.

4. Type some text into the window.

5. Click on the *OK* button to add the text to the drawing.

    The text is added to the drawing in the currently selected font., style and size.

To edit existing text, click on it with the text tool, double-click on it with the Node or Pointer tool, or use **Text/Edit Text...**

If you want several lines of text, press the ENTER key in the Text Edit window. DrawPlus does not word wrap text. The text characters are always stretched or condensed to fit the width of the text object, rather than the line ends being altered by the text wrapping.

Importing Pictures

So far, the objects you've created in DrawPlus have been very simple. Now we'll look at importing clipart pictures or other drawings using the Import tool. We'll import one of the Art & Borders clipart pictures supplied with DrawPlus.

► Import an Art & Borders clipart now.

1. Click on the Import tool in the toolbar.

    The Art & Borders dialog appears allowing you to select a picture.

    Problem? Remember to use the HintLine! The Import tool is in the left toolbar, below the Text tool.

2. Select one of the clipart pictures listed.

    The dialog shows a preview of the selected picture. You can find other pictures by choosing a different category, or by checking the Art or Borders radio button.

3. Click on **Open** to import the selected picture.

    DrawPlus loads the picture and the cursor changes to a *cross-hair and black shaded box.* This indicates you have a picture waiting to be placed on the drawing.

4. Click or drag to add the picture to the drawing.

    If you click, DrawPlus imports the picture at its "natural" size. If you drag, the drag area defines the size.

DrawPlus converts the imported picture into its own basic objects. This means that you can manipulate them as if you'd drawn them yourself, using DrawPlus.

Explore and experiment: You can import pictures which are not in the Arts & Borders catalog by double-clicking on the Import button.

Explore and experiment: Spend a few minutes importing various pictures with the Import tool. Try holding down the CONTROL key after you start dragging. This will constrain the drag size to the original aspect ratio of the picture.

Manipulating Objects

In DrawPlus, many operations work similarly for Text, Curves, and QuickShape objects.

Selecting object

Selecting things is fundamental to most Windows software and DrawPlus is no different.

► You use the Pointer tool from the left toolbar to select an object so that the next action (move, resize, delete, etc.) applies to that object. You know the object is selected when it displays eight handles (small black squares around the object) and when white indents appear on the rulers.

1. If you currently have a blank page, create a few objects now (e.g. a few boxes).

2. Click on the Pointer tool in the left toolbar (if it is not already selected).

   When the mouse is moved over the page, the cursor displays as a black pointer.

3. Move the pointer over an object that does not currently have handles displayed around it.

   "Over an object" means over the area "filled" when the object is drawn.

4. Click the left mouse button.

   The object under the mouse is selected, eight handles are displayed around the edges of the area surrounding the object, and white indents appear on the rulers.

Explore and experiment: Now spend at least a few minutes creating objects and selecting them using the Pointer tool until you feel comfortable. Practice selecting an object, then deleting it by selecting **Edit/Clear** or pressing the DEL key. Remember, you can't delete an object until it is selected.

Explore and experiment: Try creating some overlapping objects, and then click over the overlapping area. Each time you click, DrawPlus will cycle selection through each of the overlapped objects.

Moving objects

The Pointer tool is also used for moving objects.

► Move an object, by dragging it with the Pointer tool.

1. Click on the Pointer tool (if it is not already selected).

2. Move the mouse over an object avoiding the handles if the object is currently selected.

   If the mouse displays as a double-headed black arrow, you're too close to a handle.

   Problem? If you can't avoid handles easily, simply click somewhere else to deselect the object and thus remove the handles. Now move the mouse back over the unselected object.

3. Drag the object to a new position.

   As you drag the object, the mouse cursor display changes to a black, four-headed arrow.

Explore and experiment: Now spend a few minutes moving objects until you feel comfortable with this key area. When you hold down the mouse button and move immediately, DrawPlus just displays the rectangular outline of the object as you drag. Now try holding down the button and pausing for a moment before starting the move, the object is shown in full as you drag it to its new position. Hold the SHIFT key down after you start moving an object to constrain movement to be in one direction only (up/down or left/right).

Sizing objects

The Pointer tool is also used for sizing objects.

► Resize an object, by dragging over one of its handles with the Pointer tool.

1. Click on the Pointer tool (if it is not already selected).

2. Select an object (if not already selected) by moving the pointer over the object and clicking.

3. Move the mouse over one of the object's handles.

   When you are over a handle, the cursor changes to a double-headed black arrow to show you can now resize the object.

4. Drag the handle to resize the object.

Explore and experiment: Create and resize various objects. Try holding the SHIFT key down after you start resizing a picture or graphic; DrawPlus constrains the object to be "regular" in a way dependent on the object type (e.g. a square or

circle). Press **ESC** while resizing; DrawPlus aborts the operation This works for most mouse dragging operations in DrawPlus.

Explore and experiment: Create a text object containing a few words with the Text tool. Select the Pointer tool and resize the object: the text will be stretched accordingly. Text in DrawPlus behaves like a graphic rather than word wrapping.

Copying objects

The Pointer tool can also be used for copying objects.

► Copy an object, using the **CONTROL** key and the Pointer tool.

1. Click on the Pointer tool (if it is not already selected).
2. Move the mouse over an object.
3. Hold down the **CONTROL** key.
4. Drag to create a copy of the object.

   When you release the mouse button, DrawPlus "drops" a new copy of the object dragged over. Much easier than copy and paste!

Selecting several objects at once

DrawPlus allows you to select a single object as explained earlier. It also allows you to select multiple objects known as a multiple selection. As soon as you select another object or click elsewhere, the multiple selection is "lost" and the objects are no longer selected.

► Create a multiple selection now, using the Pointer tool.

If you don't have several objects on your page, create some now.

1. Select the Pointer tool (if it is not already selected).
2. Select the first object, by clicking over the object.

   The object displays eight solid black handles.
3. Hold down the **SHIFT** key and select a second object, by clicking over the object.

   You now have a multiple selection containing two objects and can alter both objects simultaneously, in the same way as you would modify a single object.

► Move the group selection now, by dragging with the pointer tool over one of the objects in the group selection.

1. Move the pointer over one of the objects.
2. Drag the mouse to move the group selection.

Explore and experiment: Spend some time creating and moving group selections. Use **SHIFT+CLICK** to add several objects to the group selection. Use **SHIFT+CLICK** over an object already in the selection to remove it from the group. Try using the Pointer tool to select objects with "marquee select" by dragging over an area to display a dotted marquee box. Any objects completely inside the marquee become selected.

Rotating objects

You can rotate an object by using the Rotate tool. The Rotate tool can also select and move objects, in the same way as the Pointer tool.
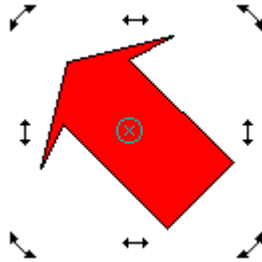
► Rotate an object now.

1. Select an object to rotate.
2. Select the Rotate tool.

   The Rotate tool is just below the Pointer tool, in the left toolbar. The selection handles on the object change to rotate handles.
3. Move the cursor over one of the corner rotate handles.

   As you move the mouse cursor near a corner handle, the cursor changes to the *rotate cursor*.

4. Drag the handle.

The object rotates round the center of rotation marker. This is the circle with a cross in its center. By default, this is positioned at the center of the current selection.

Explore and experiment: Try holding down the SHIFT key after you've started dragging to constrain the rotation to 15 degree increments. The HintLine shows the angle of rotation. Try moving the center of rotation handle by dragging it to a new position and rotating the selection again.

Explore and experiment: Try dragging with the Rotate tool on the edge handles. These handles *shear* the object, giving it a slanted appearance.

Adjusting objects

The Node tool changes the appearance of objects by dragging on their Node handles. We saw some Node handles earlier, after creating QuickBox and QuickArrow QuickShapes. Text and Curve objects also have Node handles.

The exact effect of dragging a node handle depends on the object. Text nodes change the text's spacing, Curve handles reshape the curve, QuickBox handles make box's corners rounded, and QuickArrow handles change the arrowhead's shape. Other QuickShapes can be adjusted in other ways, according to their nature. You can see what the node handles do for a particular object by moving the mouse cursor over them and looking at the HintLine.

► Reshape a QuickArrow's arrowhead now.

1. Select a QuickArrow QuickShape by clicking on it with the Node tool (the Node tool is below the Rotate tool on the left toolbar).

   If you deleted all your QuickArrows, create a new one as we did earlier.

2. Move the cursor over the node handle on the QuickArrow's left hand edge and look at the HintLine.

When the mouse is over the handle, the cursor changes and the HintLine reads, "Stem Height: 1.5in" or similar.

Problem? If you can't see the node handles, it may be because you don't have the QuickArrow selected. Try creating a new QuickArrow and make it nice and big. The handle you're looking for is a hollow black rectangle about a quarter of the way down the left hand edge of the QuickArrow.

3. Drag the handle down as far as you can.

A dotted outline is drawn to show the new shape as you drag, and the HintLine is updated. When you release the mouse, the QuickArrow is redrawn with the new shape.

Explore and experiment: Try dragging the other node handle on the QuickArrow. Create some other QuickShapes and drag the node handles on those. Use the HintLine for help on what each node handle will do.

Object Attributes

General attributes

DrawPlus objects have an outline color and weight, and a fill color. You change these attributes by using the bottom group of buttons of the left toolbar. Each button contains a flyout palette.

► Change an object's color attributes now.

1. Click on a QuickShape or text object to select it.

2. Click on the **Line Weight** button, which is the first button in the bottom group of the left toolbar.

   A flyout containing different weights appears as soon as you click.

3. Click on a weight from the flyout.

   The outline of the selected object changes thickness to match the weight you chose.

   Problem? If you have the Node tool selected, it can be hard to see the outline. Try using the Pointer tool instead. You can use any tool to change colors and weight. If it is still hard to see the outline, try zooming in on the object.

4. Click on the **Line Color** button.

   A color flyout appears immediately.

5. Click on one of the colors in the flyout.

   The outline of the selected object changes to the color you clicked on.

6. Click on the **Fill Color** button.

   A color flyout appears immediately

7. Click on one of the colors in the flyout.

   The interior of the selected object changes to reflect your choice.

You can edit the colors and weights in the flyouts by double-clicking or right-clicking, on the appropriate button.

Explore and experiment: Select various objects and try changing their colors. Try selecting several objects at a time and changing the color of all of them at

once. Notice how the attribute buttons change to reflect the currently selected object.

You can use the color controls even when you don't have an object selected, to change the default settings. DrawPlus uses the default settings for newly created objects.

Text attributes

You can control the formatting of text by using commands in the Text menu, or by using the shortcuts in the top toolbar.

► Change text attributes now, using the toolbar.

1. Create a text object containing several lines of text with the Text tool. Remember to use the **ENTER** key in the Edit Text Window to start a new line.

   If the lines are of different lengths, it's easier to see the effect of the alignment buttons.

   Problem? If your text doesn't look normal, try resetting the outline width and color back to sensible values.

2. From the *Font* combobox in the top toolbar, choose *Times New Roman*

   The text object is redrawn in the new font.

3. From the *Size* combobox in the top toolbar, choose *48p*.

   The text object is redrawn. Notice that the size of the object changes; the text does not rewrap to fit its old object width.

4. Click on the *Bold* and *Italic* shortcuts in the top toolbar.

   The text object is redrawn.

5. Finally, click on each of the text alignment buttons: *left, center* and *right*.

   The text object is redrawn with the line of text aligned appropriately.

Explore and experiment: Try double-clicking on the *Bold* or *Italic* button. This brings up a dialog from which you can change several text attributes at once.

You can use the text controls even when you don't have a text object selected, to change the default text settings. DrawPlus uses the default settings for newly created text objects.

Taking it easy, part 2

It's time for another couple of useful hints and shortcuts to keep things rolling along smoothly.

The cursor display

DrawPlus tries to keep the mouse cursor display as helpful as possible.

► Watch the mouse cursor display, as you move the mouse over an object, or the page, especially if you're not sure what mouse dragging will do at this point.

Explore and experiment: Select an object now by clicking on it with the Pointer tool. Now move the tip of the mouse pointer cursor over one of the handles (the eight small black boxes around the edge of the object). The mouse cursor display should change to a black, double-headed arrow which confirms that you can resize the object by dragging.

Getting Help

If you have any problems with this tour, it's probably best to move on and return to the problem section later. Alternatively you can check out the on-line DrawPlus Help which allows keyword searches.

If you're still having problems, feel free to call us - we're here to help!

► For information about Serif Technical Support, select **Help/Serif Welcome...** to launch the welcome screen. Now click on the *Support* button.

Moving up to Designer Level

For the second part of the tour we're going to work in Designer Level.

Designer Level gives access to the more advanced features of DrawPlus. You will be able to draw curves, apply envelopes, convert text into curves and use other effects. You'll still find that the basics of the next section could be done with DrawPlus at Intro level, but we will be using buttons from the toolbars, and using the Status Editor which are only available at Designer Level.

If you feel super confident then try Designer Level now. If not, keep working in Intro until you feel more comfortable with DrawPlus, then come back to this part of the tour later.

► Switch to Designer Level now by using **Views/Preferences/Ease of Use...** or the *DrawPlus Level* button on the right of the Status Bar.

Once you reach the "power user" Designer Level, you may not want all the help features of DrawPlus! You can switch off Assistants, ToolHints, Hints and Tips and the rest by using **Views/Preferences/Ease of Use...**

Drawing Lines and Irregular Shapes

You can draw lines and irregular shapes, known as closed shapes, by using one of the tools available from the Line flyout. Remember that when we say "Line" in this text, it is not necessarily a straight line, it may be any shape, similar to the way a line drawn with a pencil may be any shape. The Line flyout contains three tools, for drawing freehand, straight and curved lines. We'll just be using the freehand line tool in this tour but the other tools behave in a similar manner.

Freehand lines

Use the Freehand tool to sketch lines in a freeform way.

► Add a freehand line to the drawing now.

1. Select the Freehand tool from the Line flyout in the left toolbar.

   The Line flyout works the same way as the QuickShapes flyout , click twice to see all three of its tools.

2. Click and hold the mouse button down at the position where you want the line to start.

3. Drag the mouse to draw the line and then release the mouse button.

   That's it. A line, reflecting your mouse movements, is created. The line has two hollow boxes on either end called the Start and End "control nodes".

Notice that the Freehand tool is still selected. This makes it easy to draw more lines, or to add to the one you've just drawn. You can make a closed shape by making the line start and end at the same point. Closed shapes have an interior which is filled with current default fill color when the shape is closed.

► Add to an existing line to create a closed shape.

1. Select the previously created line with the Pointer tool.

2. Select the Freehand tool and move the mouse so that it is positioned over an end control node of the existing line.

    Notice that the cursor changes to include a plus symbol when placed over an end control node of the existing line. This indicates that if you create the new line with its start position here, it will be added to the existing line.

    Problem? If you don't have a line with end control nodes visible, just select the Freehand tool and draw a new one.

3. Hold the mouse button down and drag it from one end control node to the other end control node of the existing line.

    A new line will appear as you drag. When you reach the other node, the mouse cursor will change to include a square symbol. This indicates that if you release the mouse here, a closed shape will be created.

4. Release the mouse button.

    Because the start point was close to the end point, you have made a closed shape rather than a line.

    Problem? If a closed shape is not created then the mouse was not positioned correctly when the second line was either started or ended. Don't worry, try again with a new line.

Notice what happened when you closed the shape:

- DrawPlus filled the shape with the current default fill color.

- The Freehand tool reverted to the Node tool. This is because the shape was closed.

- The Node tool drew "node handles" at various points on the curve.

- The Curve Editor appeared.

We'll investigate the Node tool and Curve Editor later.

Explore and experiment: Now spend a few minutes creating several lines until you feel comfortable with the Freehand tool. Create some lines that are joined and some that are closed. Try using the other tools in the Line flyout . They are described in more detail in the reference sections of this manual.

Reshaping lines

Once you've drawn a line, you can reshape it by dragging its nodes with the Node tool. You can add and remove nodes and change their shape by using the Curve Editor.
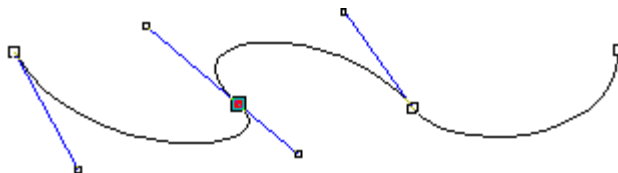
► Reshape a line now.

1. Select the Node tool (if it isn't selected already).

2. Click to select a line (if one isn't selected already).

   The node handles will show as small hollow rectangles. There will be at least two, one at each end of the line, and there may be others along the line.

3. Click on one of the nodes.

   A red dot appears inside the node. This indicates that this node is selected. Selected nodes can be manipulated with the Curve Editor. If this part of the line is curved, more handles will appear. These are called *attractor* nodes and they control the shape of this curved part of the line. The attractor nodes are explained in more detail in the reference section.

4. Drag one of the nodes.

   As you drag, the line changes shape to follow it.

Explore and experiment: Spend a little time dragging nodes about with the Node tool. Try drawing an open line with the Freehand tool, then using the Node tool to drag the line's start point over its end point. This is another way to close the shape.

You can get more control over the line's shape by adding and deleting "corner" nodes.

► Add a corner node now, using the Curve Editor.

1. Click with the Node tool somewhere on a line.

    A red marker appears at the point where you clicked.

2. Click on the Add Node button in the Curve Editor.

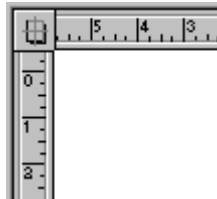   A new node appears on the line. You can now drag this node to reshape the line.

Explore and experiment: Try using the other buttons in the Curve Editor. You will need to select a node by clicking on it with a Node tool before most of them will have any effect. Look at the QuickHelp descriptions to see what they will do.

Alignment Aids

So far, everything you've done has been freeform (or "by eye"). In most cases, graphic designers and artists are often very concerned about precision and prefer to use various tools to keep things aligned.

DrawPlus provides electronic equivalents of the traditional T-square and design grid in the form of rulers and guides. For precision, DrawPlus has the Status Editor which allows the size and position of objects to be specified numerically, rather than visually.

Rulers and guides

The rulers run along the top and left of your window, and provide a visual way to position, size and move objects on your page. You can control the basic ruler units using **View/Preferences/General...**

Explore and experiment: Select an object and notice how the ruler highlights indicate its size. Try zooming in and out using the option on the View menu. The ruler increments alter to suit the current zoom.

Guides are simply lines which do not print, that you place on your page to help you with alignment. There are two types of guides:

- ■ Margin guides.
- ■ Ruler guides.

You can set the position of the margin guides by using **File/Page Setup...** You can add as many ruler guides as you like, at any position you choose.

► Click on a ruler to add a ruler guide.

1. Move the mouse over the ruler at the top of the screen.

2. Now click.

A vertical ruler guide is created where you clicked.

3. Now drag with the mouse over the top ruler.

A vertical ruler guide is created and moved around until you finish the drag operation.

Explore and experiment: You can move ruler guides after you've created them. Simply drag with the mouse positioned over the existing guide. If you drag the guide off the pasteboard or DrawPlus window, it will be deleted. You can control whether guides are shown or hidden from the display using **View/Show Guides**.

Snapping

Rulers and guides really show their value when used with Snapping.

► When moving and sizing objects, you can snap one or more edges to the nearest guide or ruler division. Move an object now to snap to a ruler guide.

1. Select the Pointer tool, and select the QuickBox you created earlier.

2. If necessary, click on the *Snapping on/off* button on the Status Bar to switch Snapping on. It has a magnet icon. If you're not sure, remember to use the ToolHints.

The button should be down to show that Snapping is on. You can check by looking at the **View/Snapping** menu entry; it should be checked.

3. Move the mouse over an object, ready to move it. The corner nearest the mouse is the "magnet".

The mouse should still display as the regular Pointer tool. If it displays as anything else you're too near a handle or a guide. In either case, move away slightly.

4. Now move the object by dragging it.

5. Move the object slowly until it gets close to the guide.

When you get close to the guide, a "magnetic" effect will make the object "jump" or snap into position on the guide.

Explore and experiment: Now try resizing the object. The corner you resize will also snap to the guide. Switch snapping on and off (using the *Snapping* button on the Status Bar) to see the difference in the object's behavior. DrawPlus also snaps the object to the ruler divisions. Try moving the object where there are no guides,

the object is still snapping, but this time it is snapping to the ruler divisions which define a fine snapping grid.

► In summary, when snapping is on, the object snaps to guides (if displayed) and ruler divisions (if displayed).

Status Editor

Now you've got the hang of using rulers and guides, we'll take a quick look at a second way of accurately positioning objects within DrawPlus. The Status Editor gives you total control by allowing the size, position and rotation angle of any object to be set numerically, with a real high level of precision. It's one of the high-end features that is available in Designer Level.

► Try out the Status Editor for super-accurate object positioning.

1. Select any object on the page, we suggest a QuickBox.

2. Find the *Status Edit* button on the Status Bar

   Problem? If you can't find it, you're probably not running in Designer Level. Remember to use the ToolHints for help.

3. Click on the *Status Edit* button.

   It's now possible to enter very precise values for the size, position and rotation angle of the object.

4. Make some minor changes to the size and position of the selected object.

Try out the Status Editor with different objects. It works with any object and can be invaluable for precision layout control.

The Align dialog

DrawPlus can also position objects by lining them up with other objects or the page.

► Use the Align dialog to line up some objects now.

1. Select several objects on the page.

   Use the marquee select method of dragging to surround objects with the pointer tool, or use SHIFT+CLICK to add an object to the multiple selection.

2. Select the Arrange/Align Items... command.

   The Align dialog pops up.

3. In the dialog, check the two *Center* radio buttons and click on OK.

   The selected objects will be moved so that their centers are all in the same place.

Explore and experiment: Try the other **Align Item...** options, for example to line up the left edges of objects. Try using **Align Items...** with only one object selected. It will be aligned with the appropriate page boundary.

The Menus

As you've found while working through the Tour, DrawPlus can be used almost entirely using the toolbars and the Status Bar. But sometimes, you do need (or may prefer) to use the menus.

Before you finish the tour you may want to spend a few moments exploring the various menus and their options. They are discussed in detail in *The DrawPlus Menus* chapter.

The behavior and appearance of some menus (especially **File** and **Edit)** are similar to other Windows applications. The menus are as follows:

- **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.

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Production

You can print your drawing, to any Windows printer using **File/Print...**

You can also copy selected objects to the Windows clipboard by using **Edit/Copy**. From the clipboard you can paste them into other applications, provided the applications understand OLE or the Windows metafile format (normally referred to as "picture" format in Windows applications. Most do. If they do understand OLE, you will be able to use OLE to start DrawPlus to edit the objects by double-clicking within the other application. See the **Using DrawPlus** chapter for more details on using DrawPlus with OLE.

Finally, you can export your drawing in a variety of formats by using **File/Export as Picture...** Use this if you need to create a drawing in a specific format for another application.

What next?

Well, that's it - hope you enjoyed the Tour!

► For the best results, we suggest your next move in learning DrawPlus should be to run through the short DrawPlus Tutorial that follows.