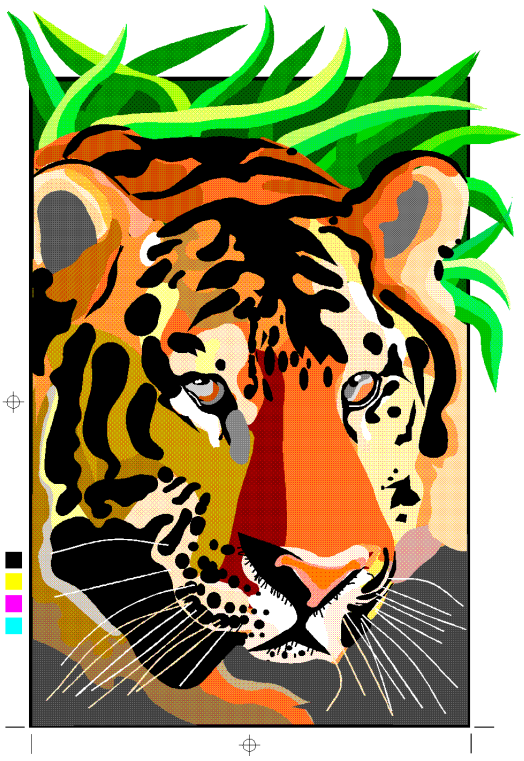

Owner's Handbook

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DrawPlus 2.0 (the program, associated documentation and packaging) was conceived, designed, implemented and marketed with the express purpose of providing the best value *and* the lowest price in Windows DTP. Many thanks to everyone who contributed time, effort, and helpful comments to the project.

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Notation conventions

Several standard terms and typographic conventions are used within this book to make it easier to use. They are as follows:

Mousing Around

Serif DrawPlus 2.0 uses both the left and right mouse button. The main terms you need to be aware of are (see *Microsoft Windows User's Guide*):

- "click" - press and release the left mouse button.
- "double-click" - press and release button twice in quick succession.
- "right-click" - press and release the right mouse button.
- "drag" - press button, hold while doing something, then release.

Menu commands

Menu commands are referred to in the form **Menuname/Menucommand**, e.g. “Select **Edit/Undo**”.

Button names

Button names are referred to in the form ***ButtonName,*** e.g. "Select the ***OK*** button" in a dialog box or "Select the ***CleanUp*** button" on the Status Bar.

Key names

The names of keys are spelled out and appear in small capital letters, e.g. ESCAPE, ENTER, CONTROL. On your keyboard the keys may be a little different.

Key combinations and sequences

A plus sign (+) used between keynames indicates that those keys must be pressed at the same time. For example, “Press ALT+ESCAPE” means that you should press the ALT key and hold it down, press the ESCAPE key and release it, and finally release the ALT key.

A comma between keynames indicates that those keys must be pressed sequentially. For example, “Press ALT, SPACEBAR” means that you should press the ALT key and release it, then press the SPACEBAR and release it.

Dialog Boxes

Dialog boxes are referrenced by the name displayed in the Title bar of the dialog, e.g. "...displays the Open dialog."

Dialog Options

Options within a dialog box are referred to in the form "Option", e.g. "Check the "Preview" box, this will cause..."

What you type

Anything you should type verbatim is printed in italic. For example, if you're asked to type a file called *MYFILE.DPP*, the instructions would be something like:

“Type in *Myfile.dpp* and press ENTER”