Appendices

. . . .

Keyboarding

Drawplus allows several forms of keyboard shortcuts.

- **Special features**: Drawplus has several special features which are accessed by holding down a special key while performing an operation. For example, if you hold down the SHIFT key while creating or sizing a box, the box will be constrained to a square. See below for a complete list of shortcuts.

- **Object movement, sizing and selection**. You can use TAB and SHIFT + TAB to select objects, and the arrow keys to move or resize the selected objects. See below for more information.

- **Menus using the keyboard**: Rather than using the mouse to click over menus, you can use ALT + CHARACTER, where character is the letter shown as underlined on the menu. For example ALT + T followed by ALT + F would select the **Text/Font...** dialog from the menus.

- **Menu shortcuts**: Certain commonly used menus have quick single keystroke shortcuts. Menu entries which have a shortcut will have CTRL + CHARACTER on their right where character is the letter to be pressed simultaneously with CONTROL to perform the menu operation. For example CONTROL + S will do the **File/Save** operation.

- **Character access shortcuts**: Some more commonly used characters which are not accessible directly from your keyboard have special shortcuts for accessing them. For example if you press ALT + CONTROL + C whilst editing text, a copyright symbol is accessed. See below for a complete list of character shortcuts.

Special functions

Shift key

The SHIFT key in conjunction with other operations is used extensively in Drawplus.

- **Moving:** When you are moving an object in Drawplus, if the SHIFT key is pressed, the movement will be constrained to either left/right or up/down.

- **Sizing and creating** : When you create or size an object with the mouse, if the ꜱʜɪꜰᴛ key is pressed the size will be constrained. For boxes, the constraint will give a square, for ovals, a circle and for straight lines, a 15 degree line.

- **Selecting objects** : When you use the Pointer tool to select objects, if the ꜱʜɪꜰᴛ key is pressed, the object you select will be added to/taken from the temporary group selection when you release the mouse button.

- **Select All** : If you have an object selected and you press the ꜱʜɪꜰᴛ key as you do the **Edit/Select All** operation, Drawplus will select all objects of the same type as the object selected rather than all the objects on the page.

- **Tools** : If the ꜱʜɪꜰᴛ key is pressed at the time you select one of the creator (QuickShape, Text, Line) tools, the tool will not automatically switch back to the Pointer or Node tool after the object is created. This is useful if you want to draw several similar QuickShapes for example.

Control key

- **Drag copy**: If you move an object whilst the ᴄᴏɴᴛʀᴏʟ key is pressed, Drawplus will make and move a copy of the object, leaving the original unchanged.

- **Sizing and creating** : Holding the ᴄᴏɴᴛʀᴏʟ when sizing any DrawPlus object will constrain that object to its current aspect ratio. When pasting an imported picture, holding the ᴄᴏɴᴛʀᴏʟ key will constrain the size to the picture's natural aspect ratio.

Escape key

Pressing the ᴇꜱᴄᴀᴘᴇ key while in the middle of a sizing, moving or creation operation will abort the operation.

Function keys

- **F1** This is a shortcut for accessing the Drawplus help. This is available at any time when the normal Help menu is available and is the equivalent of **Help/Index**.

- **F5** This swaps between the Node tool, the Pointer tool and the most recently selected creation tool.

Selecting and cursoring

You can use the **SHIFT**, **TAB** and **ARROW** keys to select, move and size objects.

- **Selecting** Pressing TAB with no objects selected selects the first object in the drawing. If there is an object selected it selects the next object in sequence, so that pressing it repeatedly cycles through each object in turn. This can be useful to get to an object you cannot see to select with the mouse - if it's colored white on a white background, for instance. Pressing SHIFT + TAB cycles through in the opposite direction.

- **Moving** Pressing the arrow keys with an object selected moves the object in the direction of the arrow. The distance will be the same as the distance between marks on the rulers, which depends on the current zoom.

- **Sizing** Pressing SHIFT + one of the arrow keys sizes the object. The size change will be the same as the distance between marks on the rulers, which depends on the current zoom.

Character shortcuts

Drawplus allows you to access certain characters using the following shortcuts. Remember that you can also use the Windows standard of pressing **ALT + 0xxx** where **xxx** is the reference number of the character you require - see your *Microsoft Windows User's Guide* for more details. Remember, if you require a symbol from a special font such as WingDings, you must select that font for your text as well as keying the character.

CONTROL+ALT+8	•	Bullet
CONTROL+/	†	Dagger
CONTROL+ALT+/	‡	Double dagger
CONTROL+ALT+=	—	Em-rule or dash
CONTROL+ALT+C	©	Copyright symbol
CONTROL+ALT+R	®	Registered symbol
CONTROL+ALT+T	™	Trademark symbol

. . . .

CONTROL+[	'	Single open quote
CONTROL+]	'	Single close
CONTROL+ALT+[	"	Double open quote
CONTROL+ALT+]	"	Double close quote
CONTROL+ALT+2	"	Inch mark
CONTROL+ALT+'	'	Foot mark

System Files

SERIF.INI

Serif.ini is a file shared by Serif applications and is stored in the Windows installation directory. It contains specific entries, for specific Serif applications, as well as general entries which can be shared by Serif Applications.

Most users will not need to look at or edit this file, but for network installations and for the technically minded these details are provided.

The SERIF.INI file is described section by section.

[serif]

This section contains general information shared by all Serif applications. The "Name", "Company" and "RegNumber" entries are stored so that when a new Serif application is installed, these details can be entered automatically for the user and so that registration can be checked when applications are started.

The "SharedDLLDir" entry specifies where the various system files which can be shared between Serif applications are stored. When Drawplus is installed, text and graphic import and export filters and the Serif registration handler (SERIFREG.DLL) are stored here. For a networked installation, these files may need to be moved to a shared storage drive.

[Serif DrawPlus 2.0]

This is a Drawplus specific section. The "Name" and "Company" entries contain the name and company of the registered Drawplus user. For details of multiple user licenses contact Serif.

The "DrawPlusIni" entry specifies where the DRAWPLUS.INI file is located. For a networked installation, each user or PC that uses Drawplus must have a separate DRAWPLUS.INI file. To specify a new location for the DRAWPLUS.INI file, modify this entry.

[Art&Borders]

This section specifies the location of the Art&Borders categories and associated files. You may wish to alter this if these files are moved,

typically so as they can be shared over a network or if you wish to add your own categories and clipart files.

The first two lines ("ArtBorderDir" and "BorderFilter") must not be altered.

Each of the other lines consists of a category name, the directory where the clipart files for this category are stored, and either an 'A' (for Art) or a 'B' (for Border). The clipart files for each category are stored in a separate directory.

For example:

```
My Art Pictures=C:\DrawP2 0\ART&BORD\MYART,A

My Border Pictures=C:\ DrawP2 0\ART&BORD\MYBORDER,B
```

DRAWPLUS.INI

DRAWPLUS.INI contains many Drawplus configuration settings. The location of the DRAWPLUS.INI file is specified in SERIF.INI. Most users will not need to look at or edit this file.

Network Installation

Serif multiple user licenses allow the shared use of Drawplus on a network. Drawplus is network neutral and can easily be setup so that multiple users share common data and program files. Please call Serif for further details on multiple user licenses.

There are two stages to a network installation. First setup a shared installation and secondly, set up individual PCs to access the shared installation .

To setup a shared installation:

Install Drawplus to a shared directory using the normal installation procedure. Make sure that the drive mappings used when the installation is performed, are the same as the drive mapping used by the other PCs which are to share the files installed.

When Drawplus and other Serif applications are installed, portions of the program are placed in a standard directory which is shared by all Serif

applications. This directory is known as the "SharedDLLDir" and is created as a sub-directory of the Windows installation used to install Drawplus. Typically, the shared directory is C:\WINDOWS\SERIFDLL.

These portions of the program will need to be accessed by all the PCs which are to run Drawplus. Because of this, these files will need to be moved to a shared directory which can be accessed by all the PCs. The exact location of these files is not important. They must be accessable by all PCs which are to run Drawplus and "SharedDLLDir" line of SERIF.INI must be edited to specify their new location.

The central installation file attributes can be set to "read-only" after installation is complete.

To add PCs to the shared installation:

On each PC which is to run Drawplus from the network the following operation must be performed. This enables Drawplus to be run from the PC and allocates directories for new drawing.

► To setup a PC for use with a shared Drawplus installation.

1. Add a Drawplus icon referencing the shared DRAWPLUS.EXE file

2. Create a non-shared read/write directory (e.g. C:\Serif\DrawP20)

   This directory may be a private user network directory, or a directory on the local disk of the PC. It must have read/write access.

3. Copy the DRAWPLUS.INI file from the shared installation PROGRAM directory, into the non-shared directory.

4. Create a MYPUBS (C:\Serif\DrawP20\MYPUBS) sub-directory of the non-shared directory.

5. Modify the "LoadDir" and "SaveDir" entries at the top of the DRAWPLUS.INI file to refer to the MYPUBS directory.

6. Copy the SERIF.INI file from the Windows directory of the PC used for the central installation, to the Windows directory of this PC.

7. Edit the SERIF.INI file and edit the "Name" and "DrawPlusIni" entries so that the "Name" entry specifies the user name and the "DrawPlusIni" entry specifies the directory created in step 2.

. . . .

8. If Windows is installed locally on the PC, the local Windows installation must contain the CTL3D.DLL file in the WINDOWS\SYSTEM directory. The CTL3D.DLL file will be found in the Windows directory of the PC used for the central installation.

9. Repeat steps 1 through 8 for each user you wish to install.