



## GETTING STARTED





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# INTRODUCING CANVAS

This guide introduces Canvas, an integrated program with powerful features for illustration, precision drawing, painting and image editing, text layout, and web publishing.

This *Getting Started* guide is divided into sections that each highlight a range of Canvas features. A series of lessons present procedures and examples for you to follow. We recommend that you complete as many lessons as possible if you are a new Canvas user. If you've used Canvas before, we recommend that you read through the section, "New Feature Highlights".

The lessons in this guide are designed to familiarize you with many of the features in Canvas. By working through the lessons, you will gain a basic understanding of the program's capabilities while you learn how to use the Canvas interface. You can complete the lessons in order, or skip to the ones you feel are most relevant to you.

When you want to learn more about a particular feature, refer to the Canvas *User's Guide*. This book provides complete information on how to use the features that are introduced in the tutorial lessons. You can also refer to the on-line Help system for step-by-step instructions while you use Canvas.

## Before you begin

The tutorial requires that you understand common terms and procedures for your operating system. You should know how to do the following:

- launch applications
- open and save files
- perform basic actions with a mouse, like click and drag
- move, close, and resize windows
- use menu commands
- use the keyboard, including modifier keys

If you are not familiar with these operations, consult your operating system manual or a basic computing reference book for instructions.

# Canvas basics

Canvas integrates a wide range of features under one interface. Unlike separate image-editing, page layout, and illustration programs, Canvas lets you use a core set of tools and procedures to work with all different types of objects.

This section introduces basic procedures, including working with documents, selecting objects, editing objects, and undoing actions. These procedures are used throughout the lessons in this guide. To learn about Canvas basics, launch Canvas. A new blank document appears. You can work in this blank document, or use the File > Open command to open one of the sample files in the Tutorials folder, which is inside the Canvas application folder.

## Selecting and moving objects

To select, move, and edit items in Canvas, use the Selection tool in the toolbox. When the Selection tool is active, the pointer is an arrow.

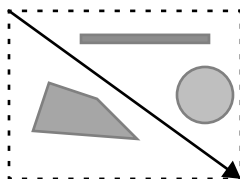
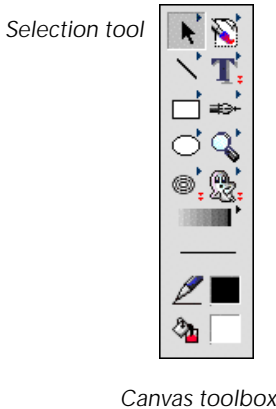
Selecting objects is one of the most common operations in Canvas. You select objects when you want to apply commands and attributes, copy, or edit the objects.

- To select an object, click the object with the Selection tool.
- To select more than one object, Shift-click (press Shift while clicking) each object, or drag a selection box around the objects with the Selection tool.

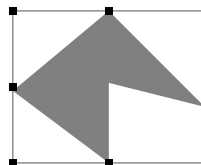
When you select an object, a rectangle called a *bounding box* appears around the object. To move an object, drag it with the Selection tool. To move multiple objects, first select the objects you want to move, and then drag one of the objects.

You can also use the Selection tool to place objects in *edit mode*. Edit modes let you modify objects in special ways. Edit modes are described on page 7.

◆ To place an object in edit mode: Double-click the object with the Selection tool.



Drag with the Selection tool to make a Selection box



A bounding box with handles surrounding a selected object



## Selecting tools from the toolbox

To use a tool, you select it from the *toolbox*. The toolbox contains all the Canvas tools used for drawing, text, image-editing, and effects. The toolbox displays 10 tools at a time, while the remaining tools are available from toolbars that pop out from the toolbox.

The toolbox can be used as a floating palette that you can place anywhere on screen. You can also dock the toolbox by dragging it to the Docking bar.

*Note:* If you ever close the toolbox, you can display it again by choosing Window > Palettes > Show Toolbox.

◆ To select a tool displayed in the toolbox: Click the tool's icon.

## Selecting tools from toolbars

Try the following procedure for selecting a tool from a toolbar by opening the Rectangles toolbar and selecting the Rounded Rectangle tool.

**Mac** To select a tool that isn't displayed in the toolbox, press (hold the mouse button down on) the icon of the toolbar that contains the tool. Drag into the toolbar and release the mouse button when the tool you want to select is highlighted.

**Windows** To select a tool that isn't displayed in the toolbox, press (hold the mouse button down on) the icon of the toolbar that contains the tool. Click the icon of the tool you want to select.



Selecting the Rounded Rectangle tool

## Using edit modes

Canvas has three major types of objects — vector, text, and paint objects. Each of these types has an associated *edit mode*.

**Path edit mode** Path edit mode is for editing the paths of vector objects. In path edit mode you can change the shape of a vector object by adding, deleting, and moving anchor points.

**Text edit mode** Text edit mode is for editing text. In text edit mode you can type text, select specific characters to edit, and place the insertion point in text. In this mode, the pointer is an I-beam. Drag the I-beam over text to select it. Click in a text object to place the insertion point.

**Paint edit mode** Paint edit mode is for painting and editing images. In paint edit mode, you can edit the pixels of an image using the painting tools and Image menu commands.

Other edit modes are available for specialized objects, such as extrusions and multigons; see the *User’s Guide* for instructions on editing specific objects.

## Zooming the document view

You can change the magnification of the viewing area to see specific objects in detail or view the layout of an entire page. This is called *zooming* your view of the document.

Although objects appear to change size and position on screen when you zoom, in reality the objects do not change either size or position in the document.

To change the area and view magnification, you can use menu commands, the Magnifying Glass tool, the Zoom bar, and the Zoom palette.

◆ To use menu commands to change views: In the Views submenu in the Layout menu, choose a command to change views:

| This command     | Does this  |
|------------------|--|
| Zoom In          | Increases screen magnification   |
| Zoom Out         | Decreases screen magnification   |
| Fit to Selection | Adjusts the magnification to the maximum level for the selected objects to be visible in the document window                                   |
| Fit to Objects   | Adjusts the magnification to the maximum level for all objects on the current page, sheet, slide or frame to be visible in the document window |
| Fit to Window    | Adjusts the magnification to make the entire layout area fit the current window size   |
| Home View        | Sets screen magnification to 100 percent, with the layout area in the upper-left corner of the window  |
| New View         | Lets you save custom view settings with a name that will appear in the menu  |
| Zoom             | Lets you enter a zoom percentage   |

Magnifying Glass tool



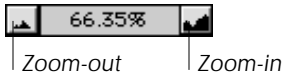
## To use the Magnifying Glass tool

- 1 Select the Magnifying Glass tool in the toolbox. On Mac, you can press Tab+Option to temporarily select the tool. On Windows, you can press Ctrl+Spacebar to temporarily select the tool.
- 2 Click or drag over an area to increase magnification. To decrease magnification, press the Shift key as you click or drag.

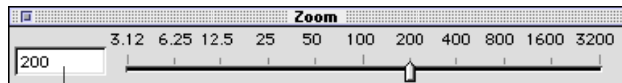
## To use the Zoom bar

The Zoom bar is at the bottom-left of the document window. The center of the bar shows the current magnification percentage.

- ◆ To zoom in or out: Click the Zoom-in button to increase magnification. To decrease magnification, click the Zoom-out button.
- ◆ To select a magnification percentage: Press the center of the Zoom bar and drag the slider to set the magnification percentage.



To keep the Zoom palette open, drag it away from the Zoom bar



You can type magnification levels here

## Scrolling documents

You can use scroll bars or the Hand tool to move to areas of a document that are not visible in the current view.

## To use the scroll bars

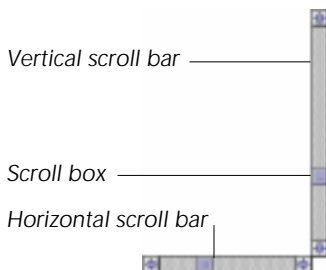
Click a vertical scroll arrow to move the view up or down. Click a horizontal scroll arrow to scroll left or right. You can drag the scroll box or click the scroll bar.

The position of the scroll box within a scroll bar indicates the location of the current view relative to the entire document area.

## To scroll with the Hand tool

You can use the Hand tool to “slide” the document around the screen.

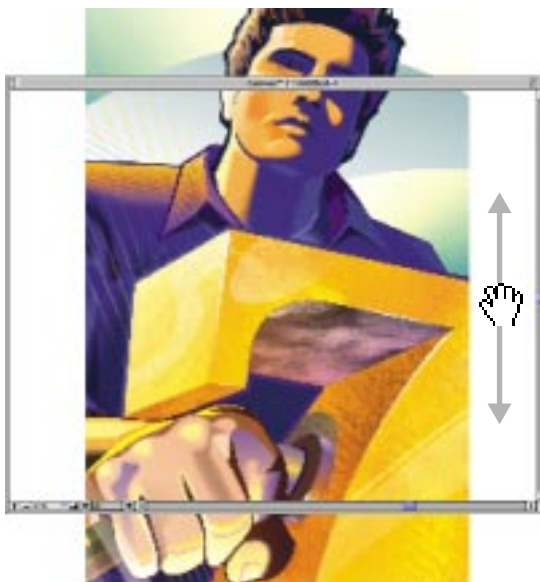
- 1 Select the Hand tool in the toolbox. Or, press and hold down the Spacebar to temporarily select the tool.
- 2 Drag in the document to move the document in the direction you drag.



Hand tool



Drag with the Hand tool to slide a document in the document window



For more information on Canvas interface features, including the Docking bar, Toolbar, Status bar, page icons, and the Layout area, refer to “Overview of the Canvas interface” on page 9 of the *User’s Guide*.

## Undoing recent actions

### ✓Tip

You can set the number of levels of undo with the Preferences command in the File menu.

---

Canvas encourages you to experiment because you can reverse actions by choosing Edit > Undo. You can undo as many actions as your system can store in memory. The Undo command reverses actions in the opposite order from which you performed them.

Canvas can’t undo actions performed before the last time you saved a document. Also, zooming and scrolling can’t be reversed with Undo.

## Saving documents

As you work on sample documents while following the lessons in this guide, you might want to save your work and keep the original files. To do this, use the Save As command in the File menu.

If you choose Save in the File menu instead of Save As, Canvas replaces the original tutorial files with the new document. If this happens, you can re-install the original files from the Canvas CD-ROM.

# NEW FEATURE HIGHLIGHTS

In this chapter, you will learn about some of the key new features in Canvas. If you are familiar with previous versions of Canvas, this section will introduce you to a few of the new capabilities. If you are new to Canvas, you will learn about some of the innovative features that set Canvas apart from other graphics software programs.

Keep in mind, however, that there are so many additions to Canvas that not all of the new features can be covered in this tutorial. The *User's Guide*, the Deneba web site ([www.deneba.com](http://www.deneba.com)) and the on-line Help system provide complete information about new features.

## SpriteEffects



SpriteEffects is the latest Canvas innovation to break down the barrier between traditional object-oriented editing and image-based effects. With SpriteEffects, you can apply image-editing filters and effects — including blur, add noise, twirl, hue/saturation, as well as plug-in effects — to any object, including text and vector drawings. SpriteEffects also include *lenses*, which are powerful containers for effects. You can use lenses to create magnifying glasses and viewing frames in documents. There are two ways to use SpriteEffects: apply effects commands directly to objects, or apply effects commands to lens objects.

### Creating direct SpriteEffects

For this lesson, open the file named “SpriteFX.cnv”.

#### Creating effects using the SpriteEffects submenu

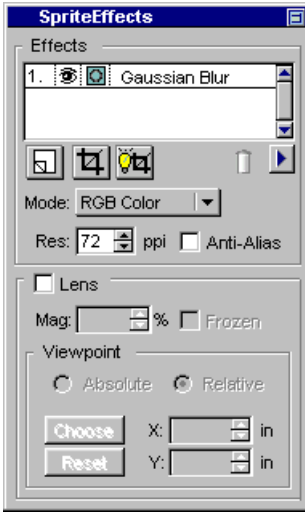
- 1 Select the cloud located above and to the right of the bicyclist.
- 2 Apply a Gaussian Blur effect by choosing Object > SpriteEffects > Add Effect > Blur > Gaussian Blur.




- 3 Select a Radius of 4 by either dragging the slider to the right until you've reached "4" or by entering the number directly into the box. The blur effect has been applied to the cloud.

### Creating SpriteEffects using the palette

You will apply the same effect to the other cloud using the SpriteEffects palette.



*The SpriteEffects palette*

- 1 Open the SpriteEffects palette by choosing Object > SpriteEffects > Show Palette (The SpriteEffects palette may be opened in the Window > Palettes submenu as well)
- 2 Select the cloud above and to the left of the bicyclist.
- 3 Click the New SpriteEffects  button.
- 4 Choose Blur > Gaussian Blur from the drop-down menu and click OK.
- 5 Note the Radius has defaulted to 4. Click OK to accept.

### Applying multiple SpriteEffects

You will apply several affects using the SpriteEffects palette.

- 1 Select the ground shape under the bicyclist
- 2 Click the New SpriteEffects button
- 3 Choose Blur > Gaussian Blur and click OK.
- 4 Select a radius of 5. Click OK to accept.
- 5 Click the New SpriteEffects button
- 6 Choose Noise > Add Noise and click OK
- 7 Check the preview check box.
- 8 Using the slider, set the amount of noise to 30. Select the "Gaussian" radio button, and check "Monochromatic". Click OK to accept these settings.

### Modifying SpriteEffects

You can change the order of SpriteEffects, change the settings of effects, add or remove effects, change the size of effects area, and show and hide effects using the SpriteEffects palette.

The following lesson contains several examples of modifying SpriteEffects.


## Changing the order of SpriteEffects

- 1 If it is not still selected, select the ground object to which you had applied multiple SpriteEffects in the previous lesson.
- 2 In the SpriteEffects palette, select and drag the Gaussian Blur effect below the Add Noise effect. This alters the object so that Canvas applies the Add Noise effect prior to the Gaussian Blur effect.
- 3 Select and drag the Add Noise effect so that it appears after the Gaussian Blur effect to restore your original settings.


## Changing the settings of SpriteEffects

- 1 Double click the Add Noise effect. This pulls up the Add Noise settings.
- 2 Change the Noise Amount to 50, and un-check the “Monochromatic” check box.
- 3 Click OK to apply the settings.

## Using selection masks with SpriteEffects

- 1 Click the mask symbol () to the left of the “Add Noise” effect name. This toggles the mask off, and spreads the Add Noise effect throughout the entire bounding box.
- 2 Click the mask symbol once more to toggle the mask on, thereby limiting the effect to the vector graphic.

## Showing and hiding SpriteEffects

- 1 Click the Show Effect () symbol to the left of the Gaussian Blur effect. The symbol disappears, hiding the SpriteEffect.
- 2 Click the blank space where the symbol was, causing it to reappear and showing the SpriteEffect once more.

## Lens effects

Another way to use SpriteEffects is to create a *lens* object from a vector or text object. Then, you apply effects to the lens. The effects will appear on objects that are viewed through the lens. Lenses can magnify objects and view objects in other locations. If you move the *viewpoint* of a lens, whatever is behind the viewpoint will appear in the lens. If you move the lens, the viewpoint can remain fixed or move with the lens.



Effects list

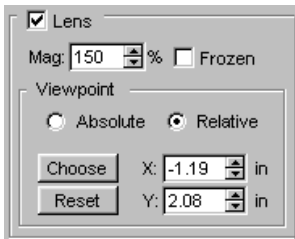
- A Show effect
- B Mask



## Creating a lens

You can create a lens from any object (except a lens). If you want to preserve an object, make a copy and convert the copy to a lens.

- 1 Open the file named “Lens.cnv”.
- 2 If the toolbox is not already displayed, choose Window > Palettes > Show Toolbox
- 3 Select the Ovals tool from the Ovals toolbar and draw a circle on the right side of the spiral staircase.
- 4 Choose Object > SpriteEffects > Convert to Lens.
- 5 The object becomes a lens and remains selected.



*Lens Options*

Fill inks are removed when vector or text objects are converted to lenses. The stroke on a lens is not affected by the effects applied to the lens. The default lens effect is normal (100%) magnification.

**Other ways to create lenses** You can convert a selected object to a lens by selecting the Lens option in the SpriteEffects palette.

## Setting magnification of the lens

- 1 If the SpriteEffects palette is not displayed, choose Object > SpriteEffects > Show Palette.
- 2 In the SpriteEffects palette, change the magnification of the lens to 150%.

## Changing the viewpoint setting

- 1 Drag the lens around the document, seeing how the view of the lens changes as it moves.
- 2 Click the “absolute” radio button in the SpriteEffects menu.
- 3 Drag the lens around the document once more. The image within the lens has now fixed on the original position of the lens.

## Adding other SpriteEffects to lenses

- 1 From the SpriteEffects palette, click the New Effect button
- 2 Choose Noise > Add Noise, and click OK.
- 3 Select a Noise Amount of 50. Make sure “Uniform” is selected, Monochromatic is unchecked. then click OK.



## Documents, layout, and interface features



Onion-skinning icon

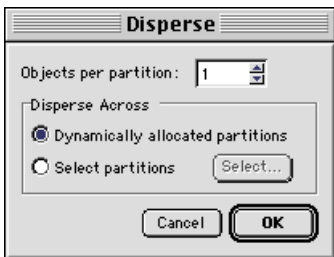
**A** Next and Previous Onion-skinning option selected

### Animation documents

A new type of document is designed for creating and editing web animations. The “pages” of an Animation document are called frames. Frames are equivalent to the individual cells of a traditional film animation. In Animation documents, you can display more than one frame (page) at a time. *Onion-skinning* is the term for displaying multiple frames as if they are on tracing paper. This view can be helpful for positioning objects across frames of an animation. To use onion-skinning, press the onion symbol in the Document Layout palette. Choose an option from the pop-up menu.

**Next Frame** displays the current frame and the frame after the current frame. **Previous Frame** displays the current frame and the frame before the current frame. **Next & Previous** displays the current frame and one frame before and after the current frame.

To display any number of frames adjacent to the current frame, choose **Custom** and enter the number of frames to display. To show just the current frame, choose **No Onion Skinning**. When onion-skinning is active, names of the displayed frames are tinted in the layout list.



### Dispersing objects

The new Disperse command lets you move selected objects to separate frames in a document. You can use this command after you use Blend or another method to create a series of objects. Then, choose the Disperse command and specify how to separate the objects.

#### To disperse objects

- 1 Select the objects to disperse. The objects should be on the same layer and should not be grouped.
- 2 Choose **Object > Arrange > Disperse**.
- 3 In the dialog box, select an option:
  - Dynamic:** Canvas will create pages to hold the selected objects.
  - Selected:** Click Select to display a list of pages. Shift-click pages to select them, and then click Select.
- 4 In the text box, type the number of objects to place on each page (Canvas divides the number of objects evenly if you select pages; remaining objects go on the last selected page). Click OK to disperse the selected objects.

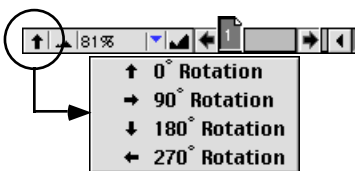
## Document Setup

New features for setting up documents are available when you select File > New. The New dialog box now includes the common document setup options, as well as a Wizard option. Click Wizard when you want Canvas to guide you through the process of creating a new document.



## Paper Color

You can now select a “paper color” in the Document Setup dialog box. The color you select appears as the background color of the Layout area in your documents. The paper color doesn’t print, but helps you visualize how transparency effects will appear when a document will be printed on colored paper.



## Layout area rotation

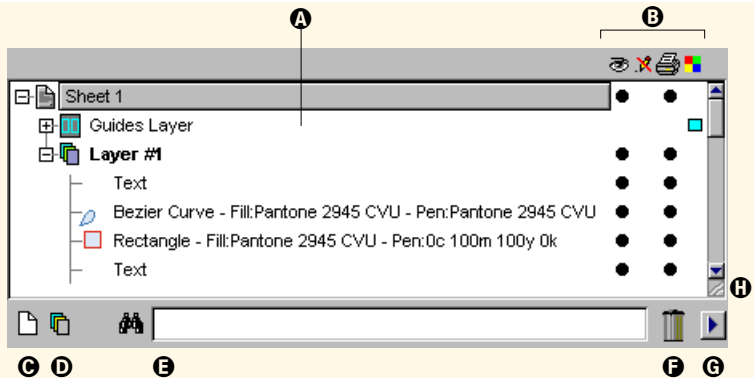
Creating documents with rotated text and illustrations is made easier by a pop-up menu at the left end of the Status bar that lets you rotate the entire layout area. For example, if you are preparing a direct-mail piece with an address panel that will be upside down, you can rotate the layout area 180 degrees and work normally

## Document Layout palette

This important palette has been improved with a comprehensive tree view that shows every component of a document, from its pages and layers down to individual objects. You can use the palette to copy and move objects. Double-click an object to view its properties in the Object Specs palette.

The Document Layout palette lets you select and set options for pages, layers, and objects

- A** Layout list
- B** Options columns
- C** New page
- D** New layer
- E** Search box
- F** Trash
- G** Palette menu
- H** Grow box



*Layout area*

## Pages

All Canvas documents can contain multiple pages. Here, “pages” is used as a general term for elements that make up a document.

- Publications can have single or facing pages.
- Illustrations have pages, called “sheets,” which are single-sided.
- Presentations have pages, called “slides,” which can be displayed in sequence as “slide shows.”
- Animations have pages, called “frames,” which form animation sequences for animated GIF files.

In the Document Layout palette, pages are at the top level of the layout hierarchy, followed by layers, groups, and objects. The Layout area in Canvas represents a document page. Page icons below the document window show the sequence of pages in a document. The icon for the current page is shaded.

## Layers

A layer is a transparent level that objects are placed on. Pages are made of one or more layers. When you place or draw objects on a page, you actually place the objects on the page’s layers.

In the Document Layout palette, a page’s layers are listed after the page name. Objects are listed after the layer they are on. A new page has one layer (Layer #1). You can add layers to any page, including master pages.

Layers can help you work efficiently. You can organize objects on layers, and you can display, print, and save layers individually.

You can save time and resources by sharing layers in a document. A *shared layer* is similar to a master page. As with a master page, objects on a shared layer appear on every page where the shared layer is applied. You can update multiple pages by editing a shared layer.

## Master pages

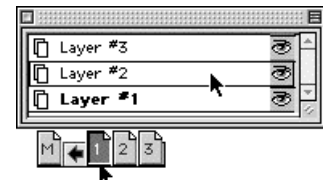
Master pages are special types of pages. The objects on the master page's layers can appear on every page in a document.

In the Document Layout palette, the master page and its layers are listed under each page where the master page is visible. The main master page is at the top of the list.

Master pages are available in Publication documents. Similar elements called “master slides” are available in Presentation documents, and “master frames” are available in Animation documents.

By selectively hiding layers of the master page, you can control the master page appearance throughout a document or on selected pages. The master page at the top of the layout list can be locked.

The Document Layout palette is the control center for working with pages, layers, and objects. The palette is available in all types of documents (some options are based on document type).

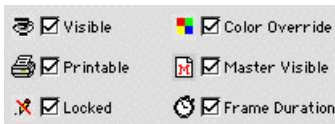


Layer pop-up palette

◆ To open the Document Layout palette: Choose Layout > Document Layout. Or, press a page icon at the bottom of the document window, and drag the pop-up palette away.

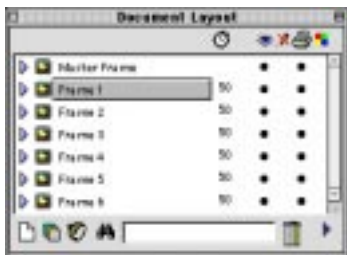
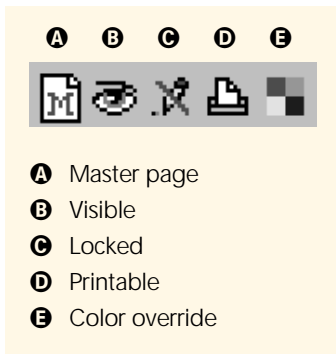
The palette shows a list of the pages, layers, and objects in the current document. You can use the palette to add, delete, and move items and set layout options. You can select, move, copy, and delete objects.

The Document Layout palette floats, so you can place it anywhere on screen. You can dock the palette on the Docking bar. To expand the palette, drag the grow box below the scroll bar. Setting options in the palette



The Document Layout palette has columns of settings for several options: master pages, visibility, locking, printing, layer override colors, and animation frame duration.

To display option columns, choose Palette Options in the palette's menu. In the dialog box, select the options that you want to appear in the Document Layout palette. Some options are not available in all types of documents.



Animation document  
with Frame Duration displayed

## Options columns

The following are the options you can change by clicking options columns in the Document Layout palette.

**Master page** Click to show or hide the master page on a document page. If the master page is hidden, a hollow bullet appears in the column. When the master page is visible, the bullet is solid. Master pages are not available in Illustration documents. You can hide master page layers using the Visible option. Hiding all master page layers is the same as hiding the master page.

**Visible** Click to show or hide a page, layer, master page, or object. Hiding a page hides all its layers (unless one is the current layer).

**Locked** Click to lock or unlock a page, layer, or object to prevent or allow changes. A bullet indicates an item is locked and its contents can't be selected, moved, edited, or deleted. Grid layers are always locked. A padlock icon indicates an item is also password-protected.

**Printable** A bullet indicates an item will print. If you change this option on a page, the setting is applied to all the page's layers.

**Color Override** Click in the column to apply an override color to a layer. A square with the override color appears in the column. To select an override color in the Layer Options dialog box, double-click the layer name.

**Frame Duration** In Animation documents, this column shows the duration of a frame in hundredths of a second. To change the frame's duration, double-click the frame name, change the duration value in the Frame Options dialog box, and click OK.

## Using the layout list

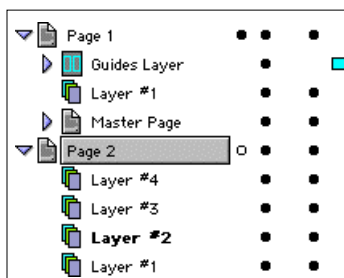
You can use the list in the Document Layout palette to display and select pages, layers, and objects. You can expand the list to display more detail, or collapse it to display fewer items.

### Layout list

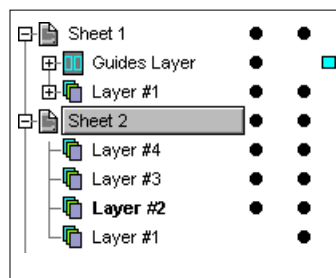
Items in a document are listed in a tree format in the Document Layout palette.

**Mac:** Click ► to expand the list. Click ▼ to collapse it.

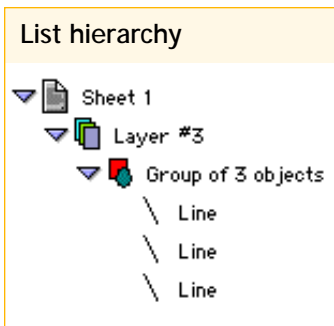
**Windows:** Click a plus to expand the list; click a minus to collapse it.



(Mac) Publication



(Windows) Illustration



The layout list is a hierarchy. Pages are at the top level, followed by layers, group objects, and individual objects. Each level is indented to the right from the level above. The master page and its layers are listed after a page's regular layers. The name of the selected item in the list is shaded. The active layer name is **bold**. Names of master layers, shared layers and objects on shared layers are *italic*.

◆ To expand or collapse one level in the list: Choose Expand All or Collapse All in the palette's menu. The current level (pages, layers, or object groups) will expand or collapse. You can also Option-click (Mac) or Alt-click in the list to do the same thing.

## Selecting items

You can select one or more items at once in the layout list by clicking on its name in the list (shift-clicking, for multiple items). The name of a selected item is shaded.

- Selecting a page makes it the current page. The last current layer of the current page will be the current layer.
- Selecting a layer makes it the current layer.
- Selecting an object selects the object in the document.
- Selecting any item that is not visible makes the item visible.

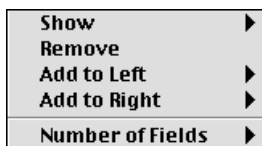
## Interface customization

### Docking bar options

Using the Docking bar is even easier with commands that arrange and organize docked palettes for you. Choose Window > Docking Bar > Clean Up to arrange tabs neatly. Choose the Clean Up by Name command to alphabetize the docked palettes. You can also hide the docking bar and adjust the width of the tabs that open docked palettes.

### Status bar

More information about your document and selected objects is available in the expanded Status bar.



Point to the Status bar and open the context menu to select the information you want displayed in the bar. Choose Number of Fields in the context menu and choose the number of active areas you want (from 1 to 6). In each field, use the context menu and choose Show to select the type of information displayed in the fields.

- ◆ To set the number of information fields: Point to the Status bar, open the context menu, and choose from the Number of Fields submenu.
- ◆ To add fields: Point to the Status bar, open the context menu, and choose a function in the Add to Right or Add to Left submenu.
- ◆ To remove a field: Point to the field, open the context menu, and choose Remove.

## Palettes submenu

A new submenu gives you quick access to every palette in Canvas. Choose Window > Palettes to see the list of all palettes. Choose a palette name to open the palette (or bring the palette to the front if it is already open).

## Navigator palette

The Navigator palette provides an overview of your documents and lets you zoom into any area or scroll the window visually. A red rectangle in the Navigator window shows the current view of the Layout area. You can drag the rectangle to change the view. The Zoom bar appears at the bottom of the Navigator and lets you enter a magnification percentage, zoom in or out, and rotate the Layout area.

## Display Options

A new command in the Layout > Display submenu, Display Options lets you select from all available display options in one dialog box. The Display Options dialog box also includes options for caching objects and images.



## Viewing options

More flexibility for viewing documents is provided by three new commands in the Layout > Views submenu. Choose Fit to Selection to zoom in on selected objects. Choose Fit to Objects to zoom so all objects are visible in the window. Choose Fit to Window to zoom so the entire document is visible.

## Object caching

You can work faster with very large and complex objects by keeping them in memory. Select an object and choose Object > Options > Cache Selection to store the object in memory and display a low-resolution screen version that redraws instantly.



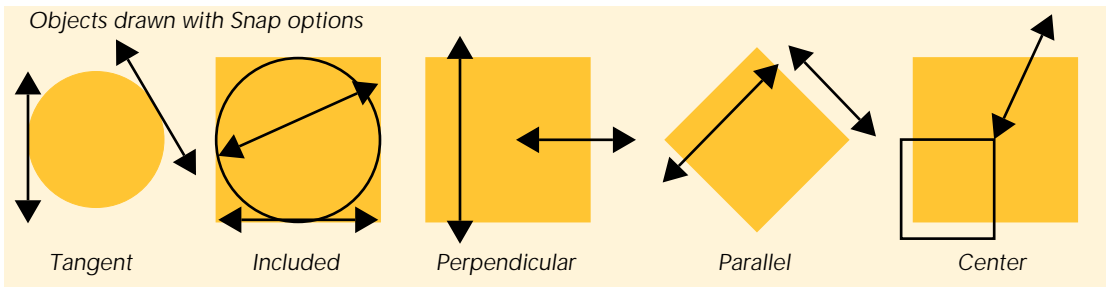
## Image caching

You can speed up the display of large, high-resolution images with the new image caching feature. Choose Layout > Display Options, and then select Auto Cache Images. You can specify the range of image resolutions that you want Canvas to cache for fast redraw.

# Illustration and graphics production

## Drawing with Snaps

New snap constraints in the context menu provide drawing precision familiar to CAD users. You can select tangent, parallel, perpendicular, center, included, and vanishing point constraints by selecting a drawing tool and pointing to a reference object.



## To use Snap options

- 1 Select the Line tool or another tool. Tools that can use Snap options are: Line, Smart Lines, Oval, Circle 3 Points, Circle Radius,



## ✓Tip

Objects that should be two-dimensional might appear one-dimensional if you try to draw using certain Snap options. If you snap a rectangle to a line using the Included option, for example, two opposite corners of the rectangle will snap to the line. If the line is vertical or horizontal, the rectangle will appear as a line.

Rectangle, Rounded Rectangle, Arc, Arc 3 Points, Arc Radius, Curve, Polygon, Text, Spiral, GridMaker, and EasyShapes.

**2** Point to the object you want to snap to. (To use the Vanishing Point option, skip this step; you do not need to point to an object.)

- To draw parallel to a line, place the pointer anywhere on the line. To draw parallel to a rectangle or polygon, point to the side you want to draw parallel to.
- To draw perpendicular to an object, point to the side you want to draw perpendicular to.
- To snap to the center of an object, place the pointer anywhere inside the object.

**3** Open the context menu (Ctrl-click on Mac; right-click on Windows) and choose an option in the Snap submenu.

**4** If you chose Parallel or Perpendicular, a reference line appears. Move the mouse and then click to set the reference line.

- For the Parallel option, a dialog box appears. You can accept or change the indicated offset from the object, and then click OK to continue.

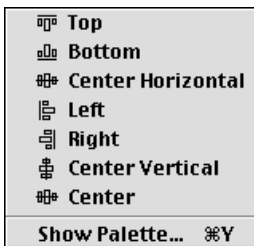
**5** Move the pointer to where you want to start drawing. Depending on the tool you are using, either drag to draw an object, or click to set the points of the object.

## Guides from objects

You can use the Object > Arrange > Send to Guide Layer command to convert any selected object into a guide object to assist with arranging and aligning objects in a layout. Guide objects appear on a guide layer in any type of document.

## Context menu

More convenient features are now available from the context menu that pops up wherever you need it. You can instantly align objects with the new Align submenu, for example. To use the context menu, right click (Windows) or Ctrl+click (Mac).



## Alignment commands

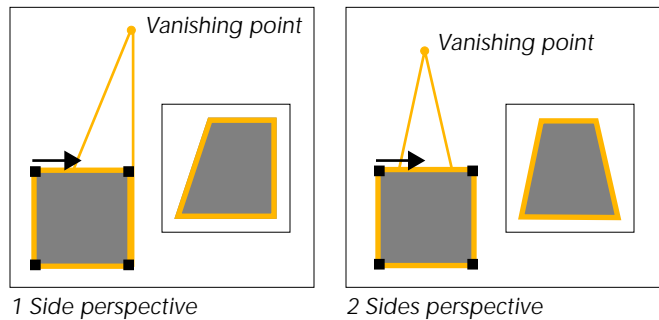
A new Align submenu lets you choose an alignment option without opening the Align palette. For example, to align the left edges of several selected objects, choose Object > Align > Left. Icons in the submenu provide a visual clue about each alignment option.

## View Fonts

A new floating palette gives you quick access to fonts. Choose Text > Font > View Fonts to preview any font installed on your system, to apply fonts to selected text, and to change the current font for text you are about to type.

## Perspective effects

One-side, two-side, and vanishing point perspective effects can be applied easily to vector objects using new commands in the Perspective submenu. When you select a command, special editing handles let you apply perspective transformations.



### To apply perspective with 1 Side or 2 Sides

- 1 Select a vector object or a group of vector objects.
- 2 Object > Path > Perspective submenu, choose 1 Side or 2 Sides.
- 3 Control handles appear at the corners of the bounding box of the selected object. Drag any of the handles to apply the perspective effect. As you drag a handle, guide lines indicate the position of the vanishing point, which extend beyond the current view.
  - If you choose 1 Side, the side of the object's bounding box where you drag a handle will slant to a vanishing point. You can adjust the object's sides independently.
  - If you choose 2 Sides, the opposite sides of the object's bounding box will slant equally toward a vanishing point located along the object's vertical or horizontal center axis.
  - When the pointer is on a control handle, a four-arrow symbol indicates that you can drag horizontally or vertically. To change directions, point to a control handle until the four-arrow symbol appears again.
- 4 When you finish, press Esc to deselect the object.



### Tip

The Effects > Remove Effects command will not remove perspective effects that have been applied to objects.

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## To apply perspective using a vanishing point

- 1 Select one or more vector objects or groups of vector objects.
- 2 Choose Object > Path > Perspective > Vanishing Point.
- 3 A dialog box appears. It displays the coordinates of the global vanishing point. You can change the coordinates to move the vanishing point, or you can click in the document to set the vanishing point.
  - To enter coordinates, type coordinate values in the text boxes. Coordinates are based on the document's rulers.
  - To set the vanishing point visually, click Choose. Move the pointer and click to set the vanishing point. The coordinates of the point you click appear in the text boxes.
  - To restore the previous vanishing point coordinates, click Reset.
- 4 Click OK to apply the perspective effect.

## Camera tool

You can render any area in a document with the new Camera tool in the Effects tools palette. Select the tool and drag a box around the area you want to convert to a paint object. You can drag handles to adjust the box size, then click in the box to choose options for rendering the area. The Camera tool provides a one-step shortcut for selecting objects, grouping them, choosing Image > Area > Render, and then cropping to just the area you want.

## To render with the Camera tool

- 1 Select the Camera tool.
- 2 Drag to draw a rectangle around the area you want to render. You can view the dimensions and coordinates of the rectangle in the Status bar.
- 3 A bounding box with handles appears around the area you selected. You can adjust the box to select exactly the area to render.
  - Drag a handle to change the area to be rendered.
  - Drag the border of the box to reposition the box.
- 4 When the box encloses the area you want to render, click inside.
- 5 The Render Image dialog box appears. Select the options you want to use, and then click OK to render the selected area.

After you click OK in the Render Image dialog box, a paint object containing the rendered image will appear in front of the area you selected.

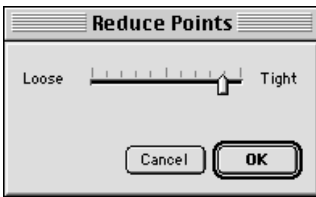
## Selections and Paths

New commands in the Image menu let you use any vector path to make a selection in an image. You can draw a complex shape or a simple oval, for example, and convert the shape to a selection with the Image > Path to Selection command. This makes it much easier to mask out backgrounds and create vignettes with images. You can also perform the reverse operation, and convert any image selection into a vector path with the Image > Selection to Path command.

## Creating and editing paths

### Fit Bézier

This command in the Object > Path submenu changes a polygon to a Bézier curve path. You can convert a polygon without changing its shape. Or, you can use the command to smooth the straight segments of a polygon into gentle curves. Fit Bézier is useful when you want to use handles attached to smooth anchor points to “bend” straight path segments into curves.



### Simplifying paths

You can simplify complex paths automatically by selecting the path object and choosing Object > Path > Reduce Points. A dialog box lets you choose whether to adhere closely to the original path and keep more points (Tight) or keep fewer points (Loose).

## Path tools

More powerful path drawing and editing is provided by three new tools in the Path toolbar.



Curve, Freehand, Polygon,  
Auto Curve, Reshape, Push

### Auto Curve tool

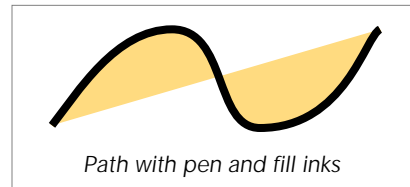
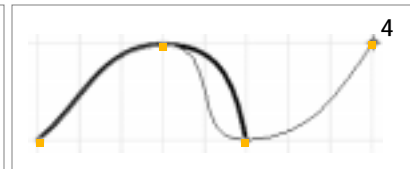
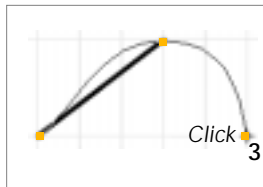
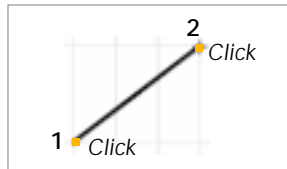
The Auto Curve tool makes drawing easier if you aren't a Bézier curve expert, by creating smooth curves as you click or drag to set points on a smooth polygon.

## Drawing Auto Curves

With the Auto Curve tool, click to set anchor points 1 and 2 to start a path.

Click to set point 3. The first and second segments bend to form a smooth curve.

You can click to set more anchor points and draw additional curved segments. Press Esc to finish the path.

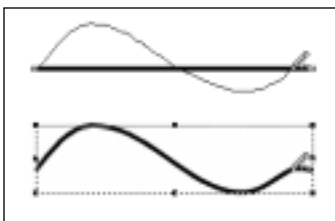


## Reshape tool

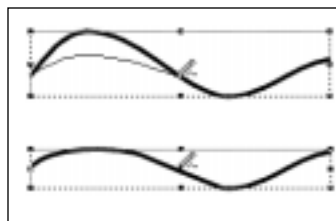
The Reshape tool gives you greater control, letting you replace any part of a path by simply drawing replacement segments.

### To use the Reshape tool

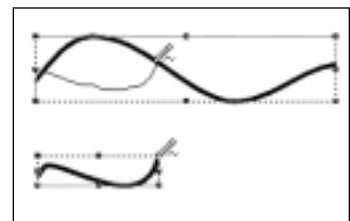
- 1 Select an object to edit. To use the Reshape tool, one vector object can be selected or be in path edit mode.
- 2 Select the Reshape tool. The tool is in the Path toolbar in the toolbox.
- 3 Move the pointer close to the path and a reshape symbol (~) will appear at the pointer. The symbol indicates that you can drag to reshape the path.
- 4 Drag to draw a new segment in the shape you want. When you release the mouse, Canvas applies the segment you drew to the path.
- 5 After you use the Reshape tool, the object remains selected or in edit mode. You can continue to use the Reshape tool to modify the path.



*Reshaping a straight line into a curved path*



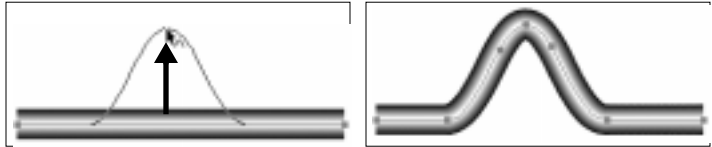
*Changing the shape of a curve segment*



*Dragging to reshape a segment and shorten the path*

## Push tool

The Push tool makes editing easier by letting you modify paths just by pushing on segments you want to reshape.



Dragging a path with the Push tool bends the path. The Range setting controls the width of the effect.

## Drawing objects

You can create vector objects precisely with new options for the Oval, Rectangle, Rounded Rectangle, Arc, and Line tools. Select any of these tools and click in your document. A dialog box lets you enter the width and height of the oval or rectangle, the size and angle of an arc, and the length and angle of a line. Click OK to create the object.

## EasyShapes

Drawing all sorts of shapes, including arrows, organizational charts and flow charts, dialog balloons and banners is as simple as selecting a shape from the EasyShapes™ palette and dragging in the document. The EasyShapes palette is located in the Object tools palette. Some EasyShapes also have smart edit modes. For example, an EasyShape arrow can be edited by dragging handles to resize the arrow head and body proportionately.



## Clipboard Assistant

A new smart dialog box helps you transfer graphics from Canvas to your other favorite programs. After copying objects to the Clipboard with the Edit > Copy command, choose Edit > Copy Special > Copy Options. In the dialog box, select the program into which you want to paste. Canvas uses the best format to paste the objects and maintain their properties in the program you select.



## Shadow effects

Generating drop-shadow effects is easier with the improved Shadow command. Select an object and choose **Effects > Shadow** to display shadow options. You can create object-based or image-based shadows, and select placement, color and blur options. You can apply your settings to see various effects before clicking **OK**.

## Marquee selection

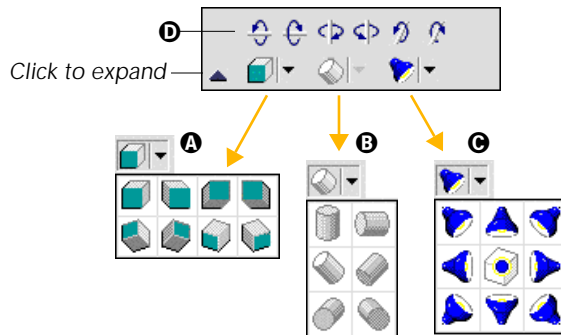
Double-clicking the Marquee tool opens a dialog box that lets you set a fixed selection size for image editing. Select the Marquee tool and click a paint object to apply the fixed size selection to the image. You can drag the selection border to reposition the selection. To use the Marquee tool without a fixed size, drag it in the image.

## Extrude palette

The revamped Extrude palette provides greater control and flexibility for creating 3D effects with extruded objects. When the palette is collapsed, you can choose from preset extrusion formats to instantly extrude a selected object. Then, click the rotation buttons to easily view extruded objects from various angles; you can also drag the traditional rotation handles. A palette of preset lighting angles lets you change the shading on objects. You can also expand the Extrude palette to use familiar lighting and rotation options.

### Extrusion palette

- A** Parallel presets
- B** Circular presets
- C** Lighting presets
- D** Rotate buttons



*Note:* Canvas extrusions resemble QuickDraw 3D objects, but QuickDraw 3D is not required to extrude objects. You can save extruded objects in QuickDraw 3D file format (3DMF) if QuickDraw 3D is installed (Mac only).

## Extrusion options

You can use pop-up palettes of extrusion and lighting presets in the Extrusion palette to modify extruded objects. If you expand the Extrude palette, you can use options to control lighting and rotation of extrusions. You can set these options before you extrude an object, or to edit an extruded object.

You can control the color and position of the light source to change the shading of extruded objects.

## Extrusion styles

In the expanded Extrude palette, you can select the extrusion style from the pop-up menu.

**Parallel** Adds depth to an object, as though the shape were cut out of a slab of clay. You can create parallel extrusions with text objects and vector objects.

**Circular** Extrudes a shape in a circular path. You can set the diameter of the extrusion path and the number of steps (6-60) in the extrusion. You can apply circular extrusions to vector objects, but not text.

**Sweep** Extrudes a shape along a circular path, and lets you specify the number of degrees (10 to 360) to extrude. You can also set the diameter of the extrusion path and the number of steps (6-60) in the extrusion. You can apply sweep extrusions to vector objects only.

### Extrude palette options

**A** Select an extrusion style from the pop-up menu. For Sweep style, also enter the angular length, from 10 to 360 degrees.

**# of Steps:** For Circular or Sweep style, the number of steps controls the number of facets on the surface of the extrusion. Enter a value from 6 to 60.

**Light color:** Choose a light source color from the palette.

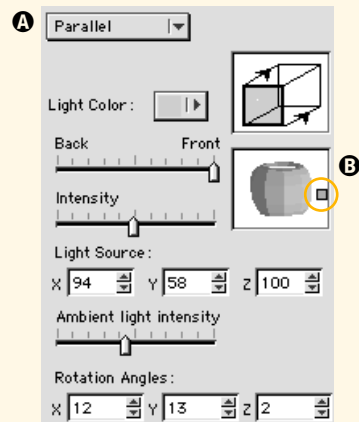
**Back/Front:** Drag the slider to specify the depth of the light source in three-dimensional space (along the Z axis).

**Intensity:** Drag the slider to adjust the overall brightness of the light source.

**B** Drag the handle to set the horizontal (X) and vertical (Y) position of the light source and preview the effect.

**Light Source:** Use the handle (B) and Back/Front slider, or enter X, Y, and Z coordinates to set the position of the light source.

**Ambient Light:** Drag the slider to adjust the highlight and shadow contrast.



**Rotation Angles:** Enter X, Y, and Z values in degrees to rotate the extruded object in



## Editing extruded objects

You can rotate extruded objects in several ways:



*Rotation buttons*

- Click the rotation buttons on the Extrude palette
- Enter values in the Rotation Angles text boxes in the expanded Extrude palette.
- Rotate and scale extruded objects interactively.

To rotate and scale an extruded object, the object must be in extrusion edit mode. To place an extruded object in edit mode, Double-click the extruded object.

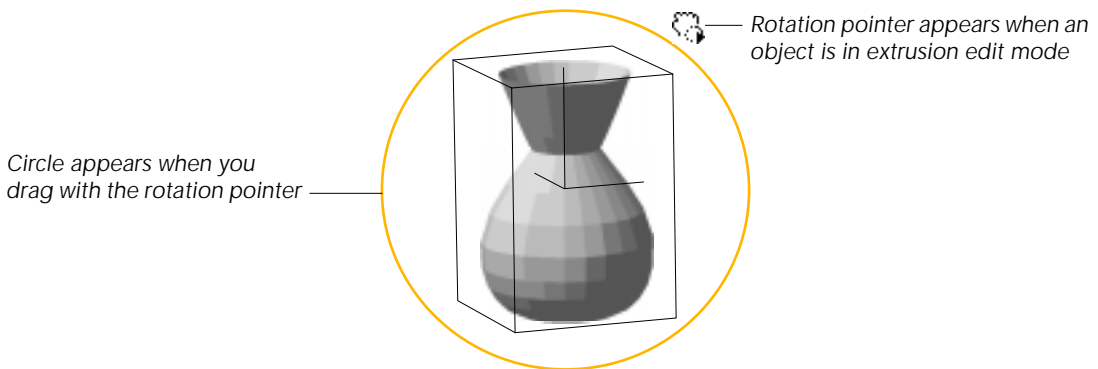
Immediately after you extrude an object, the object is in extrusion edit mode. To exit this mode, double-click outside the object or press Esc.

In edit mode, Canvas displays three axes, representing the three dimensions. Each axis has a handle, and when you roll the pointer over a handle, it changes to an extrusion pointer. Otherwise, the pointer appears as a rotation pointer.

### To rotate an extruded object interactively

When you first apply the Extrude effect, the object might appear flat if it is facing you (with the Z axis pointing directly at you).

To see all dimensions, rotate an edge of the object toward you. With the rotation pointer, drag a side in the direction you want to rotate the object. As you drag, Canvas displays a circle to show the space in which the object can rotate. Dragging inside the circle rotates the object in all three dimensions; dragging outside the circle rotates the object on the plane that is facing you.



You can also rotate an extruded object in two dimensions, like other vector objects, using the Rotate or Freeform commands in the Effects menu. The object can't be in extrusion edit mode to use these commands. When you use the Rotate and Freeform commands, Canvas does not reapply lighting effects as with three-dimensional rotation. In other words, the light source appears to move with the object, instead of remaining in the same place as the object rotates.

### Changing the shape of extruded objects

When an extruded object is not in edit mode, you can resize and reshape it like other two-dimensional vector objects. You can

- drag a handle on the bounding box to resize the object
- place the object in freeform mode to skew the object
- use the Scale or Object Info commands to resize the object
- apply the Envelope effect to warp and distort the object

In addition to these two-dimensional editing functions, extruded objects have unique, three-dimensional properties. When an object is in extrusion edit mode, you can make it thicker, wider, or taller, and Canvas redraws the object to account for lighting changes.

#### Editing extruded objects

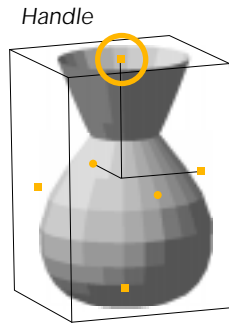
When you drag a handle, Canvas extrudes the object outward, along the corresponding axis. In other words, dragging a handle to the right extrudes the object to the right and the left simultaneously.



*Extrusion symbol when pointer is on an extrusion handle*



*Rotation symbol when pointer is not on an extrusion handle*



## Web publishing

Improved export features and easy Internet access make publishing from Canvas to the Internet easier than ever. Improved export features and easy Internet access make publishing from Canvas to the Internet easier than ever.

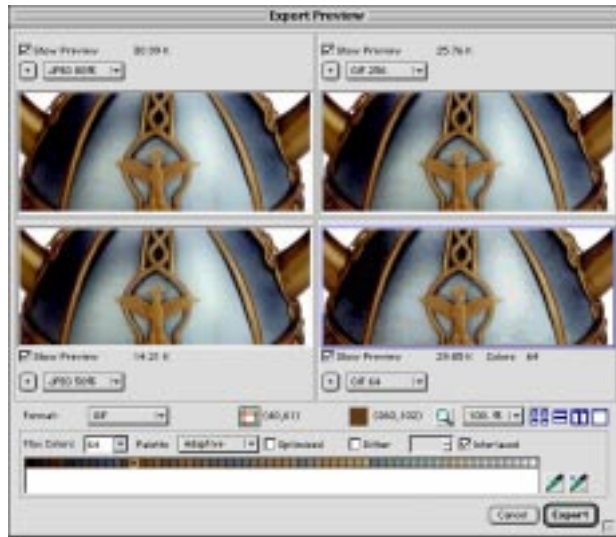
## Save to Web... wizard

The new Save to Web... wizard, located in the File menu, helps you save a document as one or more Web pages, or save selected objects as web images. You can save your files on disk, or directly to the Internet.

The Save to Web... wizard can automatically optimize images: photos will be saved as JPEG files to preserve their colors; while flat-color graphics and images with fewer than 256 colors will be saved in GIF format for smaller files.

## JPEG and GIF export

A new multi-pane dialog box lets you select options and compare preview images when you save files in GIF and JPEG formats. With the new Animation document type, you can easily create and export animated GIFs. You can use any document type to create standard GIF and JPEG graphics.



### ✓ Tip

You should always save your documents in Canvas format before you export web pages. Saving in Canvas format means you can edit the original and export again to change web pages. Canvas does not support opening and editing of HTML web pages.

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## Save and open Internet files

A new HTML web export features lets you save Canvas documents as web pages. To export a document as one or more web pages, you can save the document in HTML format.

Interacting with the Internet is seamless with the new Internet button in the Open and Save As dialog boxes. You can save a file to a site on the Internet the same as saving to your hard drive, and you can open pages from the web as easily as if they were on your desktop.

### **To save a document in HTML format**

- 1** Open the Canvas document that you want to save as one or more web pages, and then choose File > Save As.
- 2** In the directory dialog box, select HTML file format. Select a location to save the files, type a file name, and click Save.
- 3** In the HTML Options dialog box, select options for saving the web pages (described next), and click OK to save them.

### **How Canvas handles images**

Canvas uses compression and color reduction to optimize images for faster display on web pages. When you select the Automatic Image Format option, Canvas exports RGB Color and CMYK Color images as RGB (24-bit) images using JPEG compression. Indexed mode images, which use a maximum of 8 bits of color information per pixel, are exported in GIF format. Black and White images are exported as Indexed (8-bit) images. Canvas exports Grayscale images as Indexed 8-bit images or JPEG-compressed RGB images, using the format that it determines will produce the best results.

### **Including document data**

When Canvas creates an HTML file from a document, it uses meta tags in the HTML file header to include data has been entered in the document Properties dialog box. This data includes information such as Title, Subject Keywords, Author, and Category from the fields on the Summary tab for the Canvas document.



## HTML options

The HTML Options dialog box controls the saving of web pages.

**Create new folder** This option organizes files for a web page by placing them in a new folder in the location you specify. The name you enter for saving a web page file is used for the folder name.

**Separate pages** This option is available when the Canvas document you are saving contains multiple pages. Select Separate Pages to create a web page from each page in the Canvas document. The page names will become the web page file names. If you do not select this option, Canvas exports all pages as one web page.

**Put images in subfolder** To help organize files, this option creates a subfolder for the web page image files inside the web page folder.

**Generate Navigation File** If there is more than one web page to be created, select this option to generate an “index” page. The index page has frames and hyperlinks to all the web pages you are saving.

**Use external style sheet** Select this option to create an external style sheet for web pages that you are saving. An external style sheet can make it easier to edit styles manually. This option can also reduce the size of individual HTML files, because the complete style information is not included in each web page file.

**Render Text** Rendering converts text objects to images to ensure that text appears exactly the same on the web as it does in your document. However, rendered text can’t be selected as text on a web page.

Select **Automatically** to let Canvas decide when to render text. Select **Always** to render all text. Select **Never** to preserve all text.

**Image Format** Select **Automatic** if you want Canvas to choose the file format for images. Select **JPEG** or **GIF** format to save all images in one or the other format.

**JPEG Quality** Select an image quality option based on the amount of JPEG compression you want Canvas to apply to images. **Best** produces the best quality with the least compression (100% Quality). **Fine** is equivalent to 90% Quality. **Good** is equivalent to 75% Quality. **Draft** applies the most compression and is equivalent to 50% Quality.

## Anti-aliasing

Select this option to smooth the edges of vector objects and text objects that are rendered for web pages. Choose an option from the menu to control the amount of smoothing.

**Finest** uses up to 256 shades for anti-aliasing between each pair of colors. When images have more than 256 colors, they should be saved in JPEG format to preserve the full range of shades. If necessary, Canvas will use JPEG format when it saves anti-aliased images if you select the Automatic Image Format option.

**Fine** option uses 64 shades per pair of colors. **Medium** uses 16 shades per color pair. **Coarse** uses four shades per color pair.

**None** does not apply anti-aliasing to rendered images.

**Save this setting as default** Select this option to save the current settings in the dialog box for all documents. Otherwise, Canvas saves the settings for the current document only.

**Default** Click Default to apply the settings that were in effect the last time “Save this setting as default” was selected and you clicked OK. If you have never selected the save settings option, clicking default will apply the Canvas default settings to the dialog box.

# STARTING A CANVAS WORK SESSION

This lesson introduces you to several options for setting up your Canvas working environment, as well as basic drawing techniques. The following exercises are good for the beginner or someone learning the Canvas interface. You will also learn how to draw lines, rectangles, ovals, and arcs, and EasyShapes™. These objects are called vector objects in Canvas. You can use the same drawing techniques to draw most vector objects, including rounded rectangles, polygons, concentric circles, and spirals.

Throughout the following exercises, you can use any blank document. You will be experimenting with each of the tools. As you draw more and more objects, if you need more space, you can either open another document or select the objects you have already drawn and delete them.

## Customizing the Canvas interface

Canvas has several options for setting up your working environment. In this exercise, you will make some changes to become more familiar with Canvas' interface. You will learn how to:

- dock palettes in the Docking bar for easy access
- create a custom Toolbar
- assign keyboard shortcuts to commands, attributes, and styles

### Using the Docking bar

Any Canvas floating palette can be “docked” in the Docking bar at the top of the window. Palettes that you can dock include tool palettes that you drag away from the toolbox; the Inks, Strokes, Transparency, and Brushes palettes; and command palettes such as Align, Blend, Envelope, Object Specs, and Type.



A docked palette appears as a tab on the Docking bar. Clicking the tab opens the docked palette. After you click away from it, the palette returns to its docked appearance.

The Docking bar is displayed by default the first time you launch Canvas, and you can hide or display the Docking bar at any time.

◆ **To display the Docking bar:** Choose Window > Docking Bar> Show Docking Bar. The palettes that were docked the last time the Docking bar was displayed appear in the Docking bar; they might not be the same ones as shown below, but that's fine.

After completing this exercise, if you want to hide the Docking bar, choose Window > Docking Bar> Hide Docking Bar.

### To dock a palette

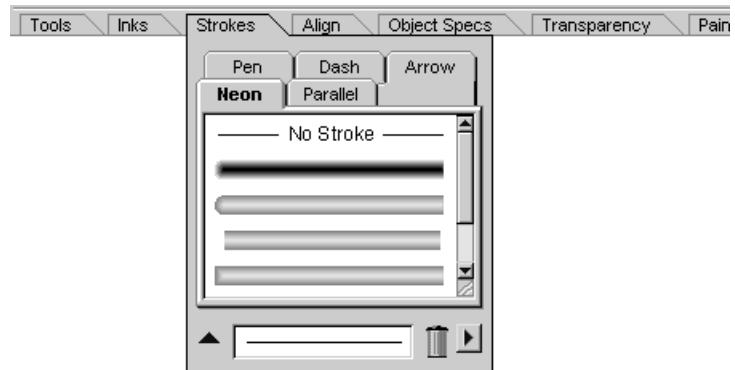
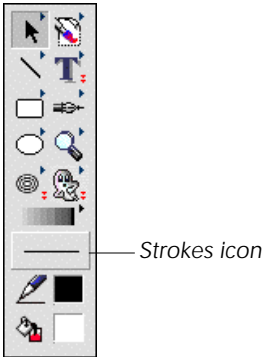
Now try docking some palettes on your own.

1 In the toolbox, press the Strokes icon to open the Strokes palette, then drag the palette away from the toolbox so that it is floating.

- If the Stokes palette is already open or docked, this step re-opens it and removes it from the Docking bar.

2 Drag the Strokes palette title bar to the Docking bar and drop the palette when a tab outline appears in the Docking bar.

The Stokes palette is now docked and ready for instant access.



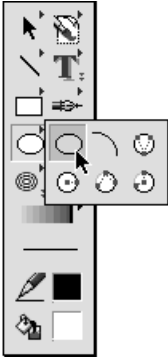
You can dock as many palettes as you can fit on the Docking bar.



## Using a docked palette

Now you'll use the Strokes palette while it is docked to apply an outline effect.

- 1 Select the Oval tool in the Ovals toolbar and draw an oval in the document. Make sure the oval is selected; you'll apply a stroke to this oval in a moment.



*Selecting the Oval tool*

- 2 Click the Strokes tab on the Docking bar. The palette opens. Click the Neon tab in the palette.

- 3 Click one of the preset Neon strokes to apply it to the oval you just drew. Canvas applies the Neon stroke. To close the palette, click anywhere outside the palette.

◆ **To change the position of a docked palette:** Drag the palette's tab along the Docking bar. The tab can overlap other tabs or pass them. There's no limit to the number of tabs you can have, but depending on your screen resolution and size, they might overlap.

◆ **To remove a docked palette:** Drag the palette's tab away from the Docking bar.

## Customizing the Toolbar

You can create your own set of keyboard shortcuts for commands, tools, colors, and styles to help you work more efficiently. You can also place buttons for these items on the Toolbar at the top of the screen so that the features you use most are always quickly accessible. In this exercise, you'll add a tool to the Toolbar and create a keyboard shortcut.

Before starting this exercise, make sure the Toolbar is displayed at the top of the window.

◆ **To display the Toolbar:** Choose Window > Palettes > Show Toolbar.

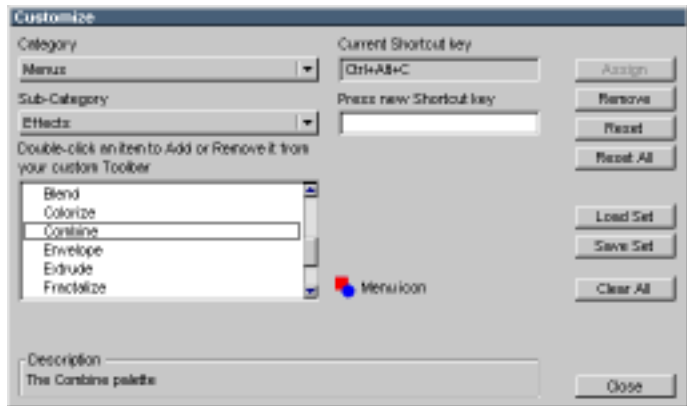
### To customize the Toolbar

You are going to place a button on the Toolbar for the Combine command.

- 1 Choose File > Customize. The Customize dialog box appears.
  - In the Customize dialog box you can create Toolbar sets and your own keyboard shortcuts, which are described in the following exercise.

- 2 In the Category pop-up menu, choose Menus. You can see there are other options, but you're choosing Menus because Combine is a menu command.
- 3 In the Sub-Category pop-up menu, choose Effects. This is the menu that contains the Combine command. The Effects menu commands appear in the scrolling list.
- 4 Locate Combine in the scrolling list and double-click it. Notice the button that is added to the Toolbar for this command.
  - If you want to remove the button from the Toolbar, double-click the Command in the scrolling list again.
- 5 Click the Close button to exit the Customize dialog box.

*Double-click a command name to place a button on the Toolbar*



Now try using the new button you just added. Click the Combine button in the Toolbar to open the Combine palette.

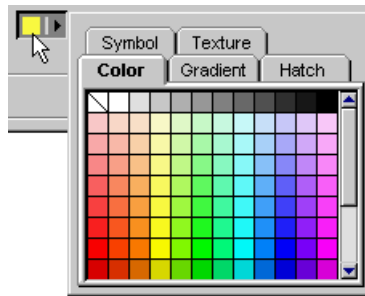
After you place buttons on the Toolbar, you can change their arrangement. Try the following:

- Move the Combine button by pressing Shift and dragging it to a new location.
- Add a separator line before the Combine button by pressing Shift and dragging the Combine button slightly to the right.
- Remove the Combine button from the Toolbar by pressing Shift and dragging the button away from the bar.

## Customizing keyboard shortcuts

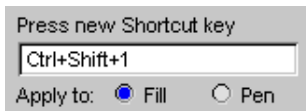
You can easily create your own keyboard shortcuts. In addition to shortcuts for commands, Canvas lets you create shortcuts for colors (inks), strokes, object styles, fonts, and type sizes. In this exercise, you will assign a shortcut key to a color ink.

- 1 Choose File > Customize. The Customize dialog box opens.
- 2 In the Category pop-up menu, choose Inks.
- 3 Press the color icon next to the label, “Add ink to grid.” The Inks palette appears.



- 4 Select a color ink on the Color tab. Selecting an ink adds it to the scrolling list, and a button for the ink appears on the Toolbar.
  - If you don't want a selected ink to appear in the Toolbar, double-click the item in the scrolling list.

- 5 To assign a keyboard shortcut to this ink, click in the text box labeled “Press New Shortcut Key.” In this case, you are going to assign “Ctrl+Shift+1” as the shortcut key for this ink. To do this, press Ctrl, Shift, and then the numeral “1”; you’ll see the key names appear in the text box.



- 6 Buttons labeled “Fill” and “Pen” appear. Select the Fill button. This tells Canvas that the keystrokes you typed are a shortcut for applying a fill ink.
- 7 Click Assign to assign the keystrokes to the ink. Click Close to close the Customize dialog box.

Now try using the shortcut you just created. Select the Rectangle tool in the Rectangles toolbar, draw a rectangle, and then press Ctrl+Shift+1. The rectangle fills with the color you selected.

## Using drawing tools

When a drawing tool is selected, the pointer changes to a crosshair, indicating that you are ready to draw.

You draw most vector objects by dragging where you want to draw the shape. “Dragging” is defined as pressing and holding down the mouse button while you move the mouse, and then releasing the button.

To set the size of a vector object such as a rectangle, line, oval, or arc, you drag from one corner to the opposite corner of an invisible box. When you finish, the object fits inside the box you have defined. This invisible box is called a *bounding box*. When an object is selected, the bounding box becomes visible.

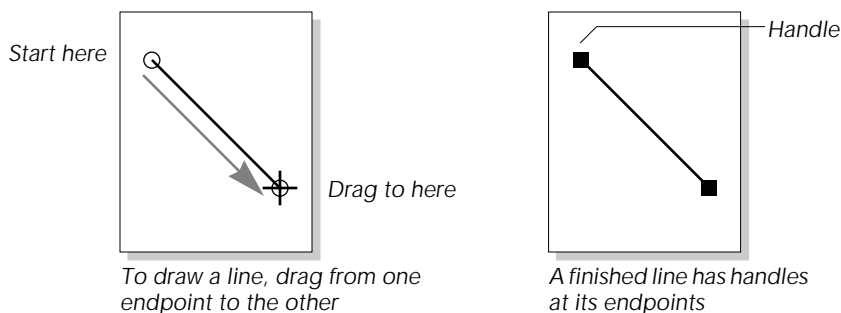
You can use the Status bar, which is the bar at the bottom of the Canvas window (if you are using Windows) or at the bottom of the screen (if you are using Mac) to see the size of the object you are drawing. The Status bar is always displayed in Canvas for Windows. In Canvas for Mac OS, you can choose Window > Palettes > Show Status Bar if the Status bar is not displayed.

### Drawing lines with the Line tool

You can use the Line tool to draw straight lines at any angle. The Line tool lets you choose where to start and where to end the line.

- 1 Select the Line tool from the toolbox.
- 2 Place the pointer where you want the first endpoint of the line, and begin to drag to the next point. The line extends from the first point as you drag.
- 3 Release the mouse button when the line is as long as you want.

The line appears with a handle at each end point. The handles show that the line is selected.



## Controlling the Line tool

You can draw straight horizontal, vertical, and diagonal lines by using a modifier key to limit the movement of the pointer when you drag with the Line tool. You can make the Line tool snap to any 45 degree angle by pressing the Shift key while you drag.

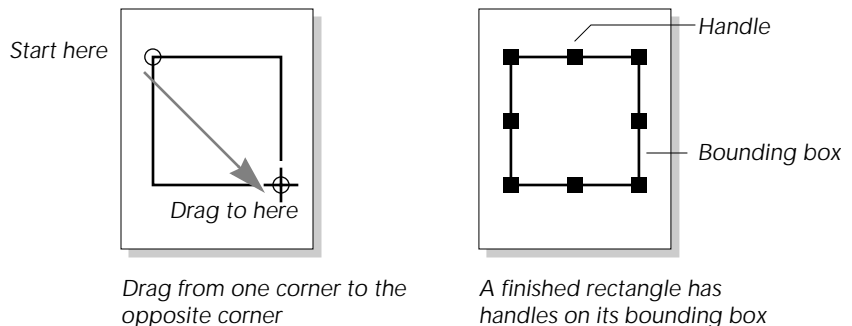
To draw a line at any 45 degree angle, press the Shift key while you drag the Line tool. If you press Shift and drag horizontally, you can create straight horizontal lines. If you press Shift and drag vertically, you create straight vertical lines. If you press Shift and drag diagonally, you create straight diagonal lines. Try drawing some of these lines by using the Shift constraint.

## Drawing rectangles and squares

You can use the Rectangle tool to draw rectangles and squares. To draw with this tool, you drag from one corner to the other corner of the rectangle you want to create.

- 1 Select the Rectangle tool from the Rectangles toolbar.
- 2 Place the pointer where you want one corner of the shape and begin to drag diagonally to the opposite corner. The rectangle grows from the first corner as you drag.
- 3 Release the mouse button when the rectangle is as big as you want.

The rectangle appears with a handle at each corner and one at each side. The handles show that the rectangle is selected.

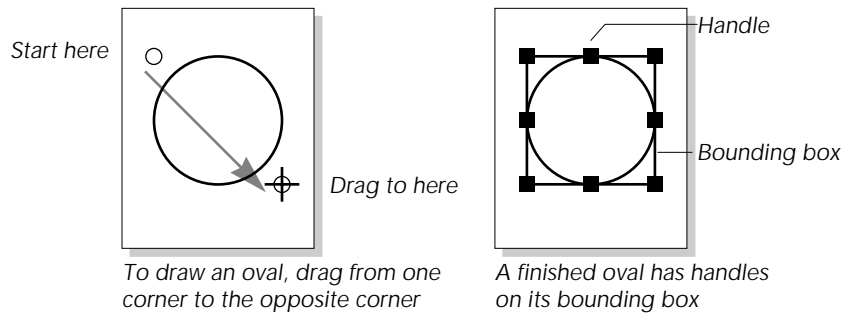


You can drag diagonally while pressing the Shift key to draw squares. Try experimenting with the Rectangle tool to create different shapes.

## Drawing ovals and circles

You can use the Oval tool to draw ovals and circles. To draw with this tool, you drag from one corner to the opposite corner of an invisible box. This bounding box contains the oval or circle that you're drawing.

- 1 Select the Oval tool from the Ovals toolbar.
- 2 Place the pointer where you want one corner of an invisible box containing the oval. Begin to drag to the opposite corner of the box. The oval grows diagonally from the first point as you drag.
- 3 Release the mouse button when the oval is the size you want. The oval appears with a bounding box and handles at the corners and sides of the box. This shows that the oval is selected.



To draw a circle, press the Shift key as you drag the Oval tool diagonally.

You can draw an oval from its center. This means you can place the center of the oval where you begin dragging. Try this method by placing the pointer where you want the center of the oval. If you are using Mac, press Option and drag away from the center. If you are using Windows, press Ctrl and drag away from the center. Notice that the oval grows outward as you drag. Release the mouse button when the oval is as large as you want. This same modifier key also works on other types of vector objects.

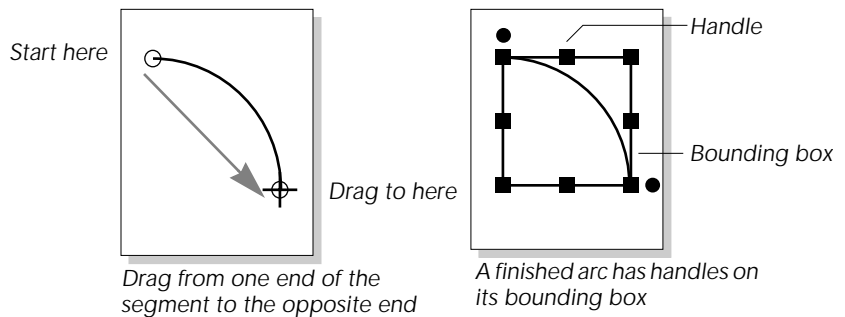


*A tire created from four ovals and gradient fill inks*

## Drawing arcs

You can use the Arc tool to draw arcs. An arc is a segment of an ellipse or a circle. The Arc tool lets you choose where to start and where to end the arc.

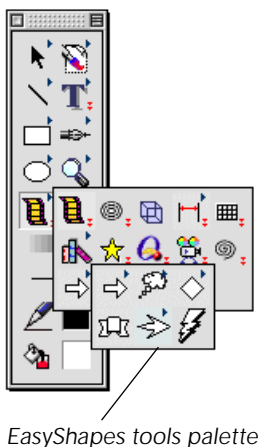
- 1 Select the Arc tool from the Ovals toolbar.
- 2 Place the pointer where you want one end of the arc. Begin to drag toward the other end of the arc. The arc grows from the first point as you drag.
- 3 Release the mouse button when the arc is the length that you want. The arc appears with a bounding box and handles at the corners and sides. This shows that the arc is selected. Notice that the arc is always one quarter of a complete oval or circle. When an arc is selected, two small, round handles let you adjust the length of the arc. You can drag a handle to shorten or lengthen the arc.

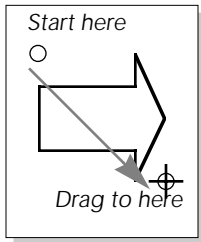


## Drawing EasyShapes

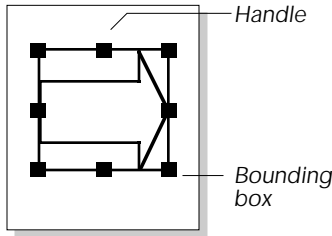
You can use the EasyShapes™ tool to draw any one of a multitude of predefined shapes. To draw with this tool, you drag from one corner to the opposite corner of an invisible box. This bounding box contains the EasyShapes tool that you are drawing.

- 1 Select the EasyShapes tools palette from the Object toolbar.
- 2 Select the EasyShapes Arrow tool from the palette.
- 3 Place the pointer where you want one corner of a bounding box containing the arrow. Begin to drag to the opposite corner of the box. The arrow grows from the first point as you drag.
- 4 Release the mouse button when the arrow is as big as you want. The arrow appears with a bounding box and handles at the corners and sides of the box. This shows that the arrow is selected.

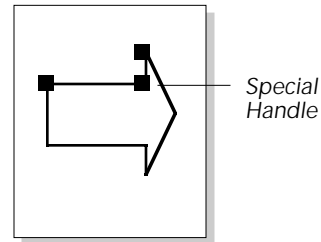




*Drag from one corner to the opposite corner*



*A finished EasyShapes arrow has handles on its bounding box*



*An EasyShapes in edit mode has handles on specific locations*

You can drag diagonally while pressing the Shift key to draw squares. Try experimenting with the Arrow tool to create different sized arrows.

## Editing EasyShapes

Some EasyShapes may be placed in a special edit mode. EasyShapes arrows have special editing handles which appear when you place the shape in edit mode.

These handles allow you to quickly and easily adjust the shape of the object.

You will place the arrow in edit mode and modify it.

- 1 Double-click the arrow. Three special handles will appear.
- 2 Experiment with dragging each of the handles in every direction until the arrow is a shape suitable to you. Other easy shapes allow you to type text when you place them in edit mode.

You will draw a banner and create text inside of it.

- 1 Select the EasyShapes tools palette from the Object toolbar.
- 2 Select the EasyShapes Banner tool from the palette. Create a banner in the same manner that you previously created the arrow.
- 3 Double-click the banner. A blinking text cursor will appear.
- 4 Type your name. It will appear inside of the banner.

Any EasyShape which has a special edit mode can be edited as any other shape by converting the shape to paths. You will learn how to convert objects later on in this tutorial.



## Drawing options

You can use modifier keys with most drawing tools to help you draw. Modifier keys can be combined (pressed at the same time).

Try drawing an oval, square, or line outward from the center:

- If you are using Mac, press the Option and Shift keys at the same time as you drag the Oval, Rectangle, Line, or EasyShape tool. This lets you draw an object outward from the center and constrains its bounding box to a square.
- If you are using Windows, press the Ctrl and Shift keys at the same time as you drag the Oval, Rectangle, or Line or EasyShape tool. This lets you draw an object outward from the center and constrains its bounding box to a square.

## Applying inks and strokes

Inks and strokes are the visible attributes of vector objects and text. Inks are colors or patterns of colors that apply to the inside or outline of objects. Strokes are effects on the borders of objects.



*Inks palette icons*

### Inks

Inks are colors or patterns of colors that apply to the fill (inside) or pen (outline) of an object.

There are five types of inks:

**Color** A solid color

**Gradient** A blend of multiple colors

**Texture** A tiled pattern of a bitmap picture

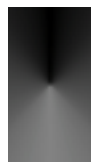
**Symbol** A pattern created from vector objects

**Hatch** A pattern of lines arranged at angles in groups, usually used for technical illustrations to specify material types

### Inks



*Color*



*Gradient*



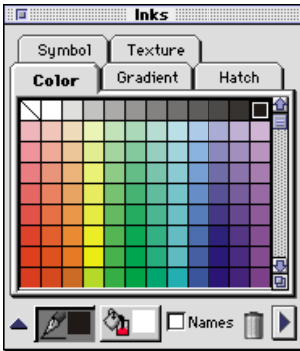
*Texture*



*Symbol*



*Hatch*



## Applying inks

- 1 Using the techniques you learned earlier, draw a rectangle.
- 2 With the rectangle still selected, open the Inks palette by pressing (Mac) or clicking (Windows) one of the color icons in the toolbox; when the palette opens, drag to a preset tile on any of the tabs and release the mouse. This applies the ink you selected to the rectangle.

Now try two alternate methods of applying an ink.

### To apply ink when the Inks palette is floating

- 1 Open the Inks palette and drag the palette away from the toolbox to “float” it.
- 2 Select the rectangle.
- 3 Click a tile on a tab of the Inks palette to apply an ink to the rectangle.
- 4 Click a blank area of the document to deselect the rectangle.

**To apply ink to an object that is not selected** Drag a tile from the Inks palette onto the rectangle and release the mouse button. This is a useful way to apply an ink quickly without first selecting the object.

## Strokes

Strokes are outline effects on vector objects. In other words, they affect what the border of the shape looks like. There are five types of stroke effects.

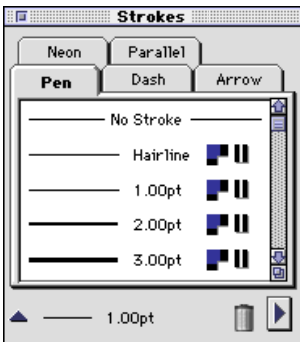
**Pen** A solid outline with a width you choose (you can also create “calligraphic” pens that have variable widths)

**Dash** A repeating pattern of lines and spaces

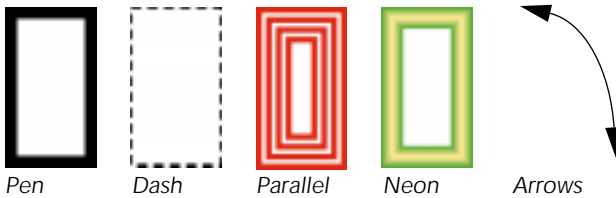
**Parallel** A pattern of parallel lines for which you set spacing and colors

**Neon** A stroke effect that blends two colors to create a “tube”

**Arrow** An object (vector, text, or bitmap) that attaches to the endpoints of lines, arcs, or curve segments



## Strokes



Once you learn to apply inks, using strokes is easy. They operate almost identically. Try applying strokes to a line.

### Applying strokes

- 1 Using the techniques you learned earlier, draw a line.
- 2 With the line selected, open the Strokes palette by pressing (Mac) or clicking (Windows) the Strokes icon in the toolbox; when the palette opens, drag to a preset stroke on any of the tabs and release the mouse. You should see the effect this has on the shape.

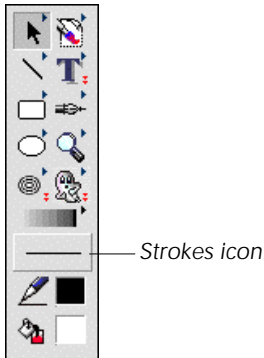
Just like with inks, you can also float the Strokes palette and use drag-and-drop to apply the effects.

- 1 Open the Strokes palette and drag the entire palette away from the toolbox to float it.
- 2 Select the line.
- 3 Click a stroke setting on a tab of the Strokes palette to apply it.
- 4 Click a blank area of the document to deselect the line.

Also, try dragging and dropping a stroke from the palette onto the line (it takes a little more precision to make sure you drop it right on the object).

### Setting current inks and strokes

In the previous exercises, you applied inks and strokes directly to objects. You can change the current ink and stroke when no objects are selected. Then, when you draw an object, Canvas applies the current inks and stroke to the new object.



### To change the current pen ink or fill ink

- 1** Deselect all objects (in the Status bar at the bottom right of the Canvas screen, it should say, “No selection”).
- 2** Press the Pen ink or Fill ink icon and choose an ink from the Inks palette. Notice that this changes the color of the icon.
- 3** Select the Oval tool and draw an oval. Canvas applies the current ink to the object.

You now know how to draw basic shapes, such as lines, rectangles, and ovals, with precision, and how to apply color to them. You also know how to use the EasyShapes tools to draw a variety of more complex shapes by simply pointing and clicking. These techniques can be used to draw anything from simple diagrams to complex illustrations.

# DRAWING SIMPLE ILLUSTRATIONS

Canvas is a powerful illustration application, with many features for drawing precise schematics, artwork, and business diagrams. You can punch, slice, and combine objects, and create simple or complex shapes for drawings.

In this lesson, you will create objects and drawings in a blank document. You will learn how to

- start a new Illustration document
- use basic drawing tools
- use alignment aids to help you draw
- use menu commands to edit objects

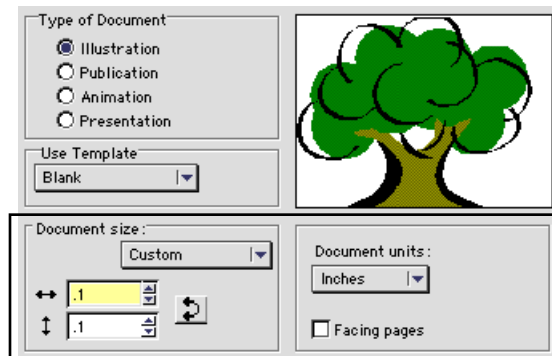
## Starting a new illustration

When creating drawings, especially technical or oversized drawings, you will probably want to use the *Illustration* document type. You can draw in any document type with equally good results, but Illustration documents are general purpose documents for all types of illustrations and graphics. The first time you launch Canvas, this is the document type that appears by default.

### To create a new Illustration document

- 1 Choose File > New.

*Options based on document type*

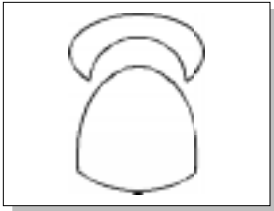


- 2 In the New dialog box, select Illustration and click OK. Canvas creates a new, untitled Illustration document. Now you're ready to begin drawing.

## Using drawing shortcuts

Canvas has a number of tools that draw basic geometric shapes, such as rectangles, ovals, arcs, and so on. With few exceptions, they operate very similarly.

In this lesson, you'll use some basic tools to create a plan view of a chair. You'll see how the tools operate, and learn some shortcuts and guides for making drawing easier.



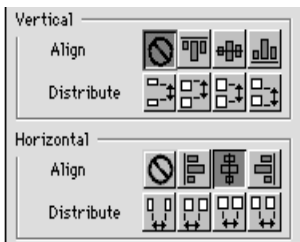
*Plan view of a chair*

### Creating a chair

To create the plan view of a chair, you'll use the Oval tool, and the Align and Combine palettes.

First you'll create the seat of the chair.

- 1 Select the Oval tool from the Oval Tools toolbar.
- 2 Press Shift and drag to create a circle.
- 3 Using the Oval tool again, draw an oval on top of the circle.
- 4 To align the objects, choose Object > Align > Show Palette.... The Align palette opens.

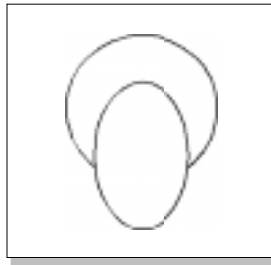
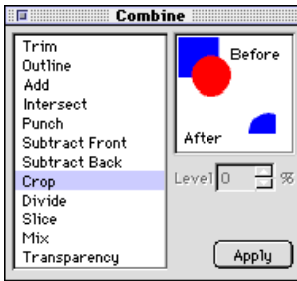


- 5 Select both objects by pressing Shift and clicking on both objects. In the Align palette, click the first button in the vertical area and the center align button in the horizontal area. Click Apply to align the objects.

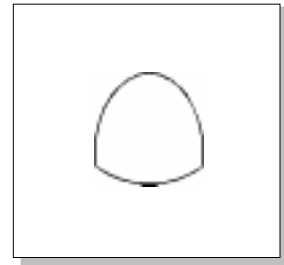
To finish the chair's seat, you'll need to combine the objects.

- 6 Choose Effects > Combine. The Combine palette opens.
- 7 Be sure both objects are still selected. Choose the Crop command in the Combine palette. Click Apply to combine the objects.

Now the seat is finished.



*Draw an oval on top of a circle and horizontally align their centers*



*Choose Crop in the Combine palette to create the chair's seat*

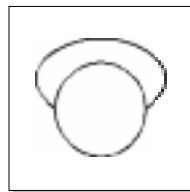
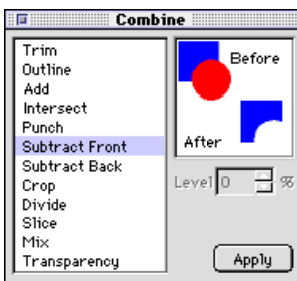
Next you'll create the chair's back.

- 1 Select the Oval tool, and drag to draw an oval.
- 2 With the Oval tool selected again, press Shift and drag to draw a circle on top of the oval.
- 3 Select both objects. In the Align palette, click the first button in the vertical area and the center align button in the horizontal area. Click Apply to align the objects.

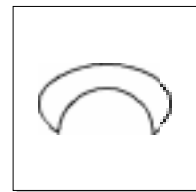
To finish the chair's back, you'll need to combine the objects.

- 4 Be sure both objects are still selected and choose the Subtract Front command in the Combine palette. Click Apply to combine the objects.

Now the chair back is finished.



*Draw a circle on top of an oval and horizontally align their centers*



*Choose Subtract Front in the Combine palette to create the chair's back*

Once you finish drawing the objects that make up the chair, you can use the Align palette to arrange them.

5 Move the chair back above the chair seat and select them both by pressing Shift and clicking on both objects. Align the objects horizontally using the same buttons on the Align palette you used in the previous procedures.

Now you have a completed plan view of a chair.

## Drawing flow charts

This lesson will familiarize you with some tools you can use to create simple flow charts. You can also apply these techniques to organization charts, seating diagrams, and similar drawings.

To begin, open the file named “Flowchart.cnv” in the Tutorial folder.

1 Select the Text tool, and click once near the top of the document. Type “Start Procedure,” and then press Esc.

2 Apply a black border to the selected text object by pressing Option (Mac) or Ctrl (Windows), opening the Pen ink palette in the toolbox, and choosing the black ink tile in the palette.

3 Apply a blue fill to the selected text object by pressing Option (Mac) or Ctrl (Windows), opening the Fill ink palette in the toolbox, and choosing a blue color tile in the palette.

4 Choose Object > Object Specs to open the Object Specs palette.

5 Make sure the text object is still selected. To make the text object an oval, choose Oval in the pop-up menu next to “Caption.” Type 15 in the two text boxes labeled “Insets.” Click Apply.

6 Here’s a useful shortcut for copying and positioning objects: Press Option+Shift (Mac) or Ctrl+Shift (Windows) and drag the “Start Procedure” text object straight down a short distance. This duplicates the object and places it in line with the original.

7 With the new text object selected, choose Diamond in the pop-up menu next to “Caption” in the Object Specs palette and click Apply. To change the object’s background color, press Option (Mac) or Ctrl (Windows) and choose an ink from the Fill ink icon in the toolbox.

8 A diamond shape signifies a branch in a flow chart. With the text object still selected, type “Decision” to change the existing text in the object.

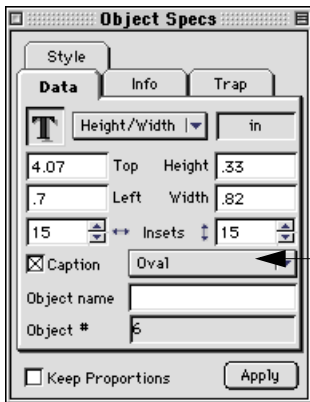
Text tool



Pen

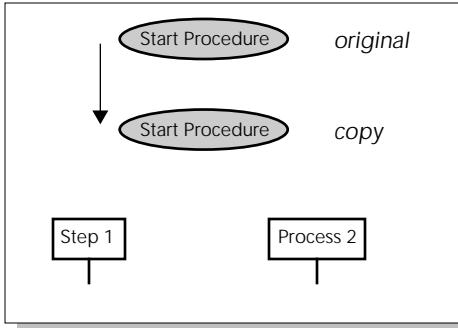
Fill

Ink icons

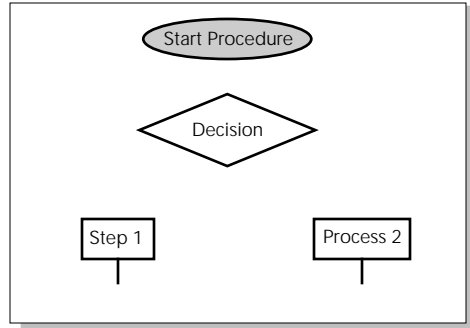


Use this menu to change the shape of a text object

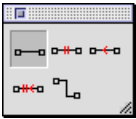




Press Option+Shift (Mac) or Ctrl+Shift (Windows) and drag the text object to copy it



Make the new text object a Diamond and apply a background ink



Smart Lines tool

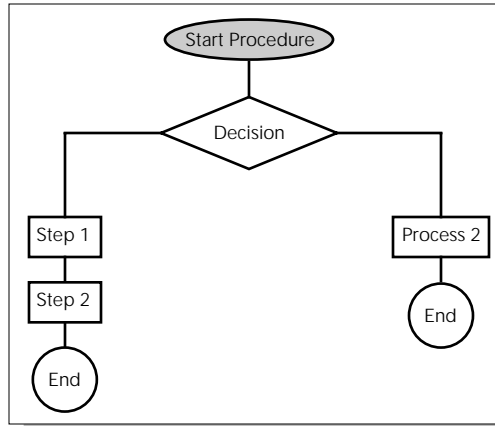
Now you need lines connecting the flow chart pieces. For this purpose, Canvas has a feature called Smart Lines. To open the Smart Lines palette, press the Line tool in the toolbox to open the toolbar. Drag the pointer to the Smart Lines tool and another toolbar will pop open; without releasing the mouse button, drag the toolbar away from the toolbox.



**9** Connect “Start Procedure” to “Decision” by selecting the Basic Smart Line tool and dragging from the bottom center of the “Start Procedure” text object to the top center of “Decision.” Smart Lines will automatically snap to the center of the object.



**10** Connect “Decision” to “Step 1” by selecting the Kinked Smart Lines tool and dragging from the side of “Decision” to the top of “Step 1.” Repeat the procedure to connect “Decision” to “Process 2.”



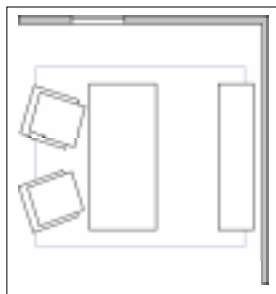
*Completed flow chart*

## Illustrations using macro objects

Macro objects, sometimes called “library objects” in other programs, are special types of graphics in Canvas that make maintaining consistency and precision simple. You can store graphics in the Macro palette, and then simply pick and choose graphics to assemble drawings from pre-made components. Macros stored on the Document tab are available in the current document only; macros stored on the Application tab are available in all Canvas documents.

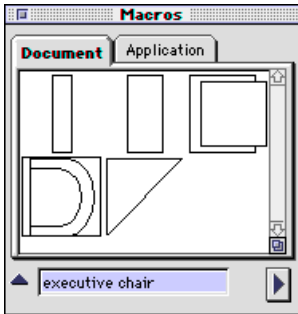
For this lesson, you will put the finishing touches on an office layout.

To begin, open the file named “Office.cnv.” This document has most of the basic elements of the office, but you are going to finish it. Also notice that the grid is displayed. These settings are saved with the document, so that you have a consistent environment that is suited to your project.



*Office layout*

Macros tool



*Executive chair shown in freeform mode*

1 Open the Macro palette by choosing Window > Palettes > Macros... (you can also open the Macro palette by pressing the Macro tool; the palette opens and you can drag it away from the toolbox).

2 On the Document tab of the Macro palette are previews of several typical office furniture items. There are a few items that are missing from the office layout, such as the chair for the desk and one of the corner tables. Simply click the preview of the “executive chair” (you’ll see its name appear at the bottom of the palette) and click behind the desk to place it.

3 With the chair still selected, choose Effects > Freeform. The handles change to circles on the corners and squares on the sides, with a crosshair in the middle; this is “freeform” mode. The circles rotate the object around the crosshair (centerpoint), while the squares skew the object around the centerpoint. You can move the centerpoint, too. For now, rotate the chair a little counter-clockwise by dragging any of the circle handles in that direction. This is just one way to rotate an object quickly in Canvas. To return to normal selection mode, simply click the object again.

4 On the Document tab, select the corner table, and click in the document to place it in the corner to the right of the desk. The corner table is facing 90 degrees in the wrong direction. When you know exactly the amount of rotation you need to apply, you can use the Transform palette.

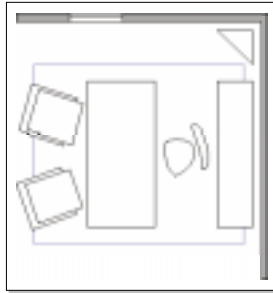
5 Choose Effects > Transform, and make sure you have the corner table selected. In the Transform palette, type “90” in the text box next to the rotate icon and press Enter; Canvas applies the rotation.



You can see how Macro objects make it easy to assemble drawings from pre-drawn components. But the real power of a Macro object is the fact that each placed Macro is “linked” to the palette. To see how this works, you will replace the round-back chair in the Macros tab with a new style of chair, and the round-back chair that we placed in the office will change.

## To replace the macro object

- 1 Drag the chair that is outside the office layout on top of the round-back chair in the Document tab of the Macro palette.
- 2 Canvas asks you if you want to replace the Macro; click Yes. Notice that the round-back chair changes to the new type of chair in the document.



*Office with placed macro objects*



*Finished plan*

Before we finish with this drawing, you will add one final touch. The rug under the office furniture needs a border. You can add this very easily with the Offset Path command.

## To offset a path

- 1 Select the object that represents the rug, and choose Effects > Offset Path.
- 2 You are going to make the border 1 inch wide. In the Distance text box, type “-1”. Click OK to apply the effect. The border appears on the inside of the rug. If you had entered “1” in the text box, the border would have appeared on the outside of the rug.



Now you have a rug with a border in the office plan, and you’ve seen how you can use Macros to help you assemble illustrations.

Congratulations! If you want to save your work, use the Save As command to save the document with a new name.

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# PAGE LAYOUT & TYPOGRAPHY

Canvas has all that you need to design simple or complex page layouts. The page layout environment provides the comfort and ease of a word processor, with Auto Correct, an interactive spell checker, and a redesigned Text Ruler. You will also find multiple column sections, text repel, master pages, and shared layers.

This tutorial is designed to teach you how to create a brochure using page layout and typography features. You will be working with a Publication document.

In this tutorial, you will learn about master pages, creating headers and footers, placing a graphic, column sections and guides, and printing the publication.

## **Opening the tutorial document**

In the Canvas tutorial folder, open the file named “Brochure.cnv.” This starts Canvas and loads the file.

## Setting up the document



Before you begin this section of the tutorial, you need to become familiar with the setup of this document. This brochure uses left and right pages, which are available only when the Facing Pages option is selected in the Document Setup dialog box. You can also set document units, paper size, paper orientation, sheet layout, and margins in this dialog box. For the purpose of this lesson, make sure the document has the following settings.

- 1 Choose Layout > Document Setup to open the Document Setup dialog box.
- 2 Check that the Document Units pop-up menu shows Picas.
- 3 Check that the publication size is US Letter.
- 4 Make sure your page orientation is set to width 51.00 and height 66.00 (portrait). If not, click the Orientation button.
- 5 Check that Paper Color is set to white.
- 6 Check that the margins are set to 6 picas.
- 7 Click OK when you finish.

Now the brochure is correctly set up for this lesson.

## Moving through the document



To help you navigate quickly through the document, Canvas has several ways to get from one page to another. The most common ways are the Document Layout palette, the page icons, and the arrow buttons. Before you begin working in the document, you might want to take some time to get used to different methods of navigation, and in the process, see what the entire publication looks like.

### To use the Document Layout palette

The easiest way to access the Document Layout palette is to press the number icon near the bottom left-hand corner of the window. The Document Layout palette appears in the scrolling list; drag it up to expose the full list and click the name of a page to view it.

You can also open the Document Layout palette by choosing Layout > Document Layout.



*Dragging to the right expands the page number area*

## Using page icons and arrow buttons

At the lower-left corner of the window, you will find the arrow buttons and page icons. Click the icon representing the page you want to view. To go to the previous page, click the arrow at the left of the page icons; to go to the next page, click the arrow at the right of the page icons.

### To view all page icons

Make sure you are on page 1 and drag the space between the page arrow and the scroll bar to the right. This expands the page icons area and lets you view all page icons at once without scrolling.



## Adding and deleting pages

You can use the Document Layout palette to add or delete pages in your document.

- ◆ To add a page: Click the New Page button in the Document Layout palette.
- ◆ To delete a page: Select the page that you would like to delete in the Document Layout palette. Then drag the page to the trash can in the palette.

## Placing headers and footers

You can use master pages to hold objects that you want to appear on all or most of the pages in your document.

The tutorial document has two master pages, one for left pages and one for right pages.

Typical master pages include objects like headers and footers. In Canvas, headers and footers are special text objects that can contain page numbers, the total page count, the current date, and the current time. In this document you will add headers and footers to the master pages.

*Left and right master page icons*



- ◆ To view the master pages : Click the master page icons near the lower-left corner of the window. Canvas displays the document's two master pages.

### Adding a header to the left master page

1 Choose Text > Insert > Header. Canvas inserts a header object on the left master page and places the insertion point in the header. You might want to zoom in to see it clearly.

- 2 Type “Wide Open Spaces” in the header object.
- 3 Press Esc to end edit mode.

### Adding footers to master pages

First, you’ll add a footer to the left master page and insert a page number code in the footer.

- 1 Choose Text > Insert > Footer. Canvas inserts a footer object at the bottom of the left master page. The insertion point appears in the footer.
- 2 In the footer, type the word “page” and then type a space following the word.
- 3 Choose Text > Insert > Page #. Canvas inserts the code `$p` in the footer. This code in the master page footer tells Canvas to insert page numbers throughout the document, so you don’t have to number pages yourself.
- 4 Type a space, then type the word “of” and another space.
- 5 Choose Text > Insert > Total Page #. Canvas inserts the code `$t`.
- 6 Press Esc to end edit mode.

### Creating the right-page footer

After you create the left footer, it’s easy to duplicate it and place a similar footer on the right master page.

- 1 With the Selection tool (the solid arrow), point to the text in the footer, and then press Option+Shift (Mac) or Ctrl+Shift (Windows) and drag the footer to the right. Drop the footer into position at the bottom of the right master page.

This duplicates the left-page footer and places the copy in a straight line to the right of the original.

- 2 Now you are going to move the text in the right-page footer to the far right. With the footer object on the right master page still selected, choose Text > Justification > Right. This aligns the text in the footer with the right side of the footer. Page numbers will appear at the bottom right of right-hand pages in the document.

Flip through the newsletter to see the page numbering on each page and the header on the left pages.

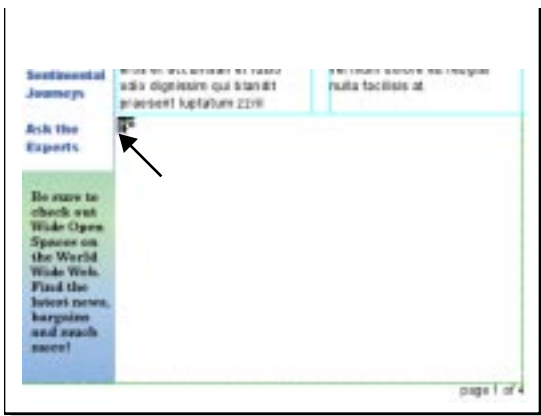


# Placing graphics

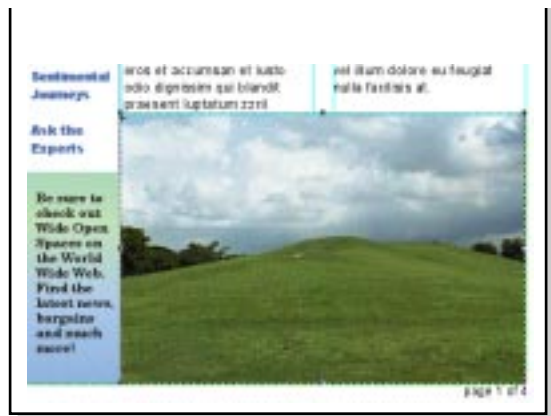
With the Place command, you can insert images from other documents into the current document. You will be inserting a graphic on the first page, so select the icon for page 1 or select page 1 from the Document Layout palette.

## To place a graphic

- 1 Choose File > Place.
- 2 In the Tutorial folder, locate the document named “Hill.cnv”. If it does not appear in the list, make sure that “All Files” is selected in the File Format (Mac) or Files of Type (Windows) box.
- 3 Select “Hill.cnv” and click Place.
- 4 The Place pointer appears. The Place pointer sets the upper-left corner of the placed file. Position the Place pointer just below the second column of text and click the mouse button. Canvas places the graphic.



*Click to place the top-left corner of the file*

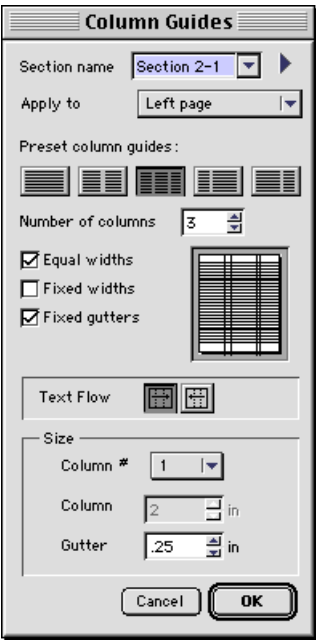


*Photograph placed on page 1*

You have now imported a graphic from another Canvas document. The Place command can also be used to import graphics from any files, including photo CDs, Canvas clip art, and other file formats.

# Creating columns of text

Now you are going to add columns of text to page 2. Go to page 2 by clicking the page 2 icon or Page 2-Page 3 in the Document Layout palette.



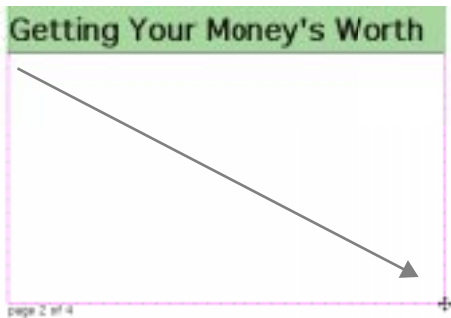
## To create columns with the Section tool

- 1 Select the Section tool from the Text toolbar in the toolbox.
- 2 Drag the Section tool from the upper-left corner just below the headline “Getting Your Money’s Worth” to the bottom-right corner of page 2.
- 3 After you release the mouse button, the Column Guides dialog box appears.
- 4 In the Apply To pop-up menu select Left Page. This places this section on page 2 only.
- 5 Press the three-column button, or type “3” in the “Number of Columns” text box.
- 6 Click OK.

## Adjusting column guides

You can reposition column guides with the Section tool by moving them left, right, up or down. You can also adjust the width of the columns. To adjust the column guides, select the Section tool in the Text toolbar. You can then either drag the entire section to reposition it or just the columns to adjust the height or width.

You can also adjust the column guides by double-clicking the section with the Section tool. The Column Guides dialog box opens.



*Dragging the Section tool*



*Three-column section*

## Placing text in a section

After you have created a section, you can select the Text tool and click in the section to begin typing, or you can place existing text in the section. This lesson demonstrates how to place text in the section you created earlier on page 2.

### To place text in a section

- 1 Select the Text tool and click inside the first column in the section under the headline.
- 2 Now you are going to import text from another document into the columns. Choose File > Place.
- 3 In the Tutorial folder, you will find the document “Text.txt”. If it does not appear in the list, make sure that “All Files” is selected in the File Format (Mac) or Files of Type (Windows) box. Select the “Text.txt” document and click Place.

The set of columns should now be filled evenly with text.



## Repelling text from objects

You can make text “run” around objects with the Repel feature. You can set the amount of space between an object and the text it repels.

An object with a repel setting repels all text; you can move the object and it will repel text wherever you place it in the layout.

You can apply repel settings to objects before any text has been placed in a document. You can even apply a repel setting to a text object to make it repel other text.

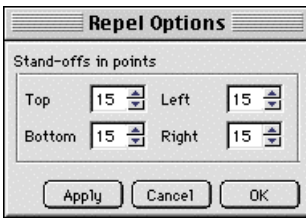
In this lesson, you are going to repel text around the graphic of silverware at the top of page 2.

## To make an object repel text

- 1 Select the graphic at the top of the page with the Selection tool.
- 2 Choose Text > Wrap > Repel. The graphic should repel any text that surrounds it. Try moving the object around and you will see how it repels text wherever it is.



Object with repel setting



## To adjust the repel setting

You can adjust the values of the repel setting to increase or decrease the amount of space between the object and the text.

- 1 Make sure that the object is selected.
- 2 Choose Text > Wrap > Repel Options.
- 3 The Repel Options dialog box opens. You can enter repel values for the top, bottom, left, and right of the object. A Top value of 15, for example, will keep the text 15 points from the top of the object.

## Formatting text with the Text Ruler

The Text Ruler, located at the top of the page, has been enhanced to provide improved control over text and typography. The ruler's two modes, Type and Styles, organize all text formatting options.

In Type mode, you can set font, size, styles, leading and kerning. In Styles mode, you can select text styles. In either mode you can set tabs and justification, and apply text fill ink, background color, outline color and stroke.

- ◆ To display the Text Ruler: Choose Layout > Display > Show Text Ruler.



## Formatting text characters

The text that appears on the pages in this brochure has been typed in the default setting. This can be changed at any time by selecting the text, and adjusting the settings. However, for this assignment we are going to add a headline to the top of page 3.

### To format text characters

- 1 Make sure that the “T” is selected in the top left-hand corner of the Text ruler to use Type mode. This is the mode where you can select fonts and type sizes.
- 2 Select the Text tool in the toolbox.
- 3 Click above the text at the top left-hand corner of page 3.
- 4 Type “Sentimental Journeys.”
- 5 You are now going to change the font, so press Esc. The text object will still be selected, so you can change all the text in the text object.
- 6 In the Text Ruler, choose an available font from the font pop-up menu. The text changes to the selected font.
- 7 To increase the size of the type, choose a number in the font size pop-up menu, or type a value in the text box. Because this is a headline, a type size of 36 or 48 point should make the text fit across the top of the page.
- 8 After you have changed the font and size, you can drag the headline to position it evenly at the top of the page.

### To add text color

You are now going to change the color of the text in the headline on page 3.

*Text Fill Ink icon*



- 1 Select the headline.
- 2 Use the Text Fill Ink icon in the Text Ruler to select a color. The black text changes to the color you choose.

### To format paragraphs with the Text Ruler

The next step is to format the caption on the bottom of page 3.



*Right-alignment button  
selected*

Many vacationers plan  
their trips around the  
changing of the leaves.

*Right-justified text*

- 1 To change the text alignment to the right, click in the text next to the picture at the bottom of the page.
- 2 Press the right-alignment button on the Text Ruler. Canvas aligns the text to the right.

## Changing text with paragraph styles

You can apply paragraph and character styles using the Styles mode in the Text Ruler. A style is made up of several attributes, such as font, type size, leading, and justification.

Canvas stores type styles in individual documents. When you open a document, Canvas loads the associated styles so you can apply them when needed. You can then access the various styles from the Styles button in the text ruler.

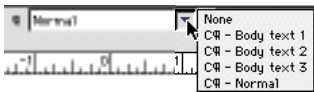
For the purpose of this exercise, we are going to use styles that have already been created. To learn how to create your own styles, see the *Canvas User's Guide*.

Make sure you are on page 4 by choosing the page 4 icon or by selecting Page 4 in the Document Layout palette.



### Applying a paragraph style

- 1 Click the “S” at the left end of the Text Ruler. This is the mode where you can choose a style from the pop-up menu.
- 2 Select the Text tool and click anywhere in the first paragraph of text under the number 1.
- 3 Press the down arrow to the right of the paragraph symbol (¶). Choose “Body text 1.” The style of the paragraph where you clicked changes to the selected style.



You can try some of the other styles that we have provided by selecting additional paragraphs and choosing styles in the Styles menu.

You can also use the Type palette to format text. The Type palette contains many of the same features as the Text Ruler. It is used to apply type styles to characters and paragraphs. You can also use it for spacing, hyphens, and indents. It is a comprehensive way of utilizing the many typography and page layout tools within Canvas.

To display the Type palette, choose Text > Type.

## Wrapping text around a circle

Canvas lets you wrap text around vector objects, such as circles. This exercise demonstrates how to use the Path Text tool to add text to a circular graphic.

To begin, make sure you are on page 4 in the “Brochure.cnv” document. To change pages, click a page icon at the bottom of the window or click a page name in the Document Layout palette.

Before you type the text, you can select the font and type size using the Text Ruler. First, make sure no text is selected by clicking outside the document with the Selection tool. You can change the default text settings when no text is selected.

Click the “T” button in the Text Ruler to display the pop-up menus of fonts and type sizes.

The graphic needs type that is fairly large and bold. In the Text Ruler, choose a font such as Arial or Helvetica. If the font isn’t bold, click the Bold style button. For the type size, choose 36 or 48 from the size menu. This should make the text about 1/2 inch high. You can use any size from 4 to 128 points by entering the size in the size box.

Now that the font and size are set, you can use the Path Text tool to add text to the graphic.

### To type text on a circle

Path Text tool



- 1 Select the Path Text tool in the Text toolbar. This tool lets you type text around objects. You will wrap text around the graphic of a solid orange circle and question mark. Notice the thin dashed circle around the solid circle. The dashed circle is the object (“path”) that the text will follow.

- 2 Point to the left side of the dashed circle. When the pointer is on a path like this, a vertical bar (“I-beam”) pointer appears. Click the path when the I-beam is displayed. At the place you click, a blinking line (“insertion point”) appears. This shows you can begin typing.

- 3 Type the phrase “Ask the Experts” (without quotes). You can backspace to correct typing mistakes. As you type, the text follows the path, appearing in the selected font and size. The exact position isn’t important at this time.

- 4 When you finish typing, press the Esc key. Pressing Esc ends typing mode and leaves the text object selected.



*Click to place the insertion point on the dashed circle*

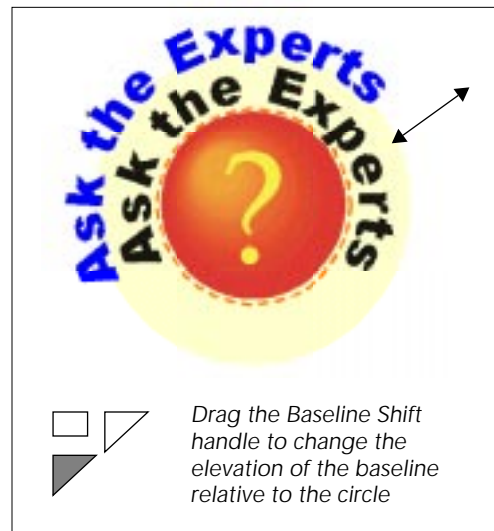
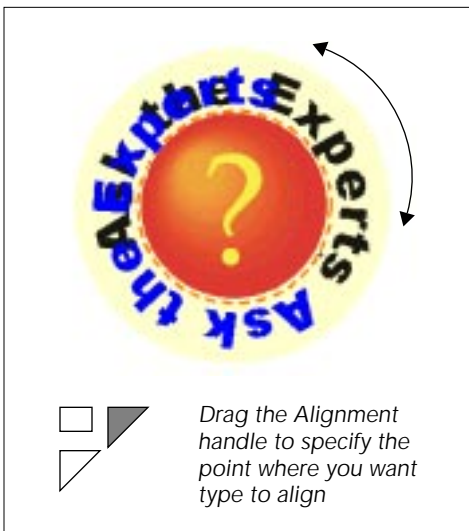


*Type the text and use the handles to adjust the position*



*You can also remove the dashed circle*

After you type the text, you can adjust its position. When the text object is selected, three small handles (two triangles and a square) appear near the beginning of the text. You can use the handles to move the text around the path, set the distance from the path, and reverse the direction that the text flows. More information about adjusting the text appears below.



Now you've seen how easy it is to type text around an object with the Path Text tool. For more complex graphics, you can wrap text in two directions around a circle. After typing text along the top of a circle, you can bind text along the circle's lower edge with the Bind Text command, and then reverse the text direction. For more information on this and other text procedures, refer to the *User's Guide*.



## Text inks

In addition to attributes for text characters, you can apply attributes to text objects. You can apply inks, including symbols, textures, hatches, and gradients, to the backgrounds of text objects and text selections. You can apply strokes to the outlines of text objects and outlines around text selections. The easiest way to apply these attributes is to use the Text Ruler.

### Applying text inks

You've seen how to apply color to text characters; now, you'll add a gradient ink to the background of the text columns on page 4.

*Background Ink button*



- 1 With the Selection tool, Shift-click (press Shift as you click) each of the two text columns to select them.
- 2 Press the Background Ink button in the Text Ruler and select a gradient ink. You can experiment with different gradients, symbols, and colors. Once you select a background ink that you like, the document is complete.

Next, you can learn about printing your document. Before you print, you should save your work by choosing File > Save As and typing in a new name for your document.

## Printing the publication

After you've made changes to the "Brochure" document, you can print it to see the results on paper. You can also "proof" a document onscreen using the Print Preview feature.

Print Preview lets you see how a document will look when you print it. It reflects the current print settings and the page setup (Mac) or printer setup (Windows). These settings include the type of output (composite or color separations), the pages to print, tiling, centering, printing blank pages, and printing in color.

In the preview, you can see which objects, layers, and pages will be printed and check the layout fits in the printable area of the paper.

### Using Print Preview

- 1 Choose File > Print Preview. In the preview dialog box, you can select options to adjust the preview.
- 2 Click Done if you want to go back to the document.
- 3 Click Print if you are ready to print the document.

Canvas gives you options for general desktop printing and for commercial printing. Refer to chapter 2, “Document Basics,” in the Canvas *User’s Guide*. For commercial printing procedures, refer to the Canvas *Color Printing Guide*.

Congratulations! You have now completed the Page Layout & Typography section of the tutorial.

# INTRODUCTION TO IMAGE EDITING

Canvas has all the features of a dedicated image-editing program. You can create image compositions, retouch photos, color correct scanned images, and paint your own images. In this lesson, you will learn:

- basic image terminology
- how to place and crop paint objects
- how to change the color mode of a paint object
- how to apply transparency effects

## Basic image terminology

Paint objects, also called image, bitmap, or raster objects, are composed of small squares called pixels.

Every paint object has a specific “resolution,” defined as the number of pixels per inch (ppi). In general, an image with a high resolution has more detail, but will also have a large file size. Likewise, a low-resolution image contains less data, so it has lower quality but also a smaller file size.

As you get more experienced with images, you will learn what resolution is best suited to your purposes.

## Choosing a resolution

When deciding on a resolution for paint objects, it is important to know what medium your final project will be displayed on.

- For web work or for displaying images only on screen, 72 ppi is the standard.
- To achieve good results for printing, 150 to 300 ppi is standard (depending on halftone screen frequency). File sizes at high resolution can be quite large; you might find that lower resolution is adequate for laser or inkjet output.
- Very high resolution (above 300 ppi) is needed only for images such as fine line art that will be output to film for commercial printing.

For this lesson, we will be working with images at 72 ppi resolution.

## Defining file types

One of the most confusing things about working with paint objects is the great variety of file types. The most common image file types are GIF, JPEG, TIFF, PICT, and BMP, as well as EPS (which can contain both paint and vector objects).

GIF and JPEG are compressed formats used heavily on the Internet. The compression levels allow these images to achieve small file sizes and as a result they download quickly over the Internet. However, file size compression comes at the expense of image and color integrity.

TIFF, PICT, BMP and EPS files have a lower level or no amount of compression. Information for every pixel is recorded, and this can result in large files. Because of the higher resolution and detail needed for printing, these formats are often used for projects that will eventually be printed commercially.

There are a number of ways in Canvas to place an image file in your document. In addition to the Place command in the File menu, there is also the Acquire command in the Image menu.

Finally, you can directly scan into Canvas using any TWAIN compatible scanner, or a scanner with a Photoshop™ compatible acquire module.

## Creating a duotone vignette

In this lesson, you will learn how to create a duotone and make a vignette from a photograph. A duotone is a grayscale image usually printed with black and an additional color. A vignette is a non-rectangular image, usually with a soft edge.

You will also crop the photograph, change the image mode, and apply a vector mask to complete the vignette effect.

To begin, open the file named “Image1.cnv” in the Tutorial folder.

### Trimming the image

The photograph in the “Image1” document has a border of black pixels. You will use the Trim command to quickly remove the black border.

◆ **To trim the paint object:** Select the paint object and choose Image > Area > Trim.

Canvas determines the unwanted pixels and crops the image accordingly. However, this image still has some areas you might want to remove. For this you will crop the image.



*Original*



*Trimmed*

## Cropping a paint object

There are two crop modes in Canvas. You can use the Crop tool to select a rectangular part of a paint object and hide the rest. This is called a “soft crop.” Or you can permanently remove extra pixels by performing a “hard crop.”

Performing a hard crop is easy using a shortcut key. Let’s perform a hard crop on this paint object.

- 1 Click the paint object to select it. Selection handles appear.
- 2 Point to the lower-right corner handle, press and hold down the Ctrl key, and drag the handle toward the center of the image to crop it. Releasing the mouse button crops the image.

If you crop too much, choose Edit > Undo.



*Drag the crop handle*



*Cropped*

## Changing the image mode

As we mentioned earlier, there are a number of image file formats. There are also a number of image modes. These include Black & White, Grayscale, Indexed, RGB Color, and CMYK Color modes. The mode of a paint object affects the level of editing that can be performed, the file size of the image, and the file types that you can save the object in.

For this lesson, you will create a duotone from this image. A duotone is an image made up of screens of two basic colors, usually black and one other ink. To do this you must first make a Grayscale image and then select which color to blend into the image.

A traditional “black and white” photograph is actually a grayscale image to a computer. The computer uses 256 levels of gray to construct the shadows and other features found in a typical black and white image. An image in Black & White mode reduces the number of colors in the image to two. Each pixel is either 100% black or 100% white. Therefore, the Black & White mode is not for black and white photos, but rather for single-color illustrations, logos, or images.

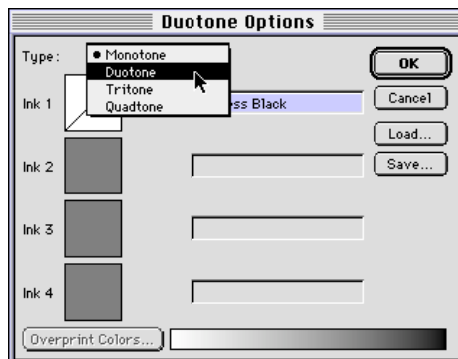
You can see the mode and the resolution of a paint object by selecting it and looking at the right end of the Status bar at the bottom of the screen. If you select the image in this lesson you will see that it is (72 dpi) and currently in the RGB Color mode.

## Creating a duotone

- 1 Select the paint object.
- 2 Choose Image > Mode > Grayscale.
- 3 Canvas asks whether you would like to discard the color information from the image. Click OK. The image is now in grayscale mode.
- 4 Choose Image > Mode > Duotone. The Duotone Options dialog box appears asking you to define your ink colors.
- 5 Because only black is in the image, Canvas considers it a monotone image. Select “Duotone” from the Type pop-up menu. This lets you use a second color.

### ✓Tip

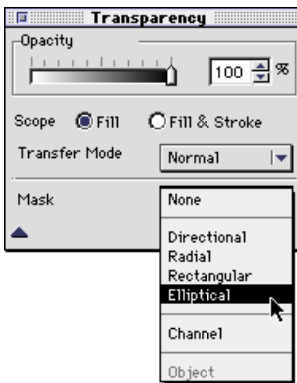
If you want to change the inks used in a duotone, you must select Image > Mode > Duotone Inks. This menu item appears when a duotone image is selected.



- 6 Press the Ink 2 color icon. This opens a color palette.
- 7 Select Custom in the color palette.
- 8 Using the pop-up menu, select “Pantone® Coated.”
- 9 Select “Red 032 CVC” in the scrolling list. Click OK.
- 10 In the Duotone Options dialog box, click OK.

The image is now a duotone, using mixtures of black and the color you selected.

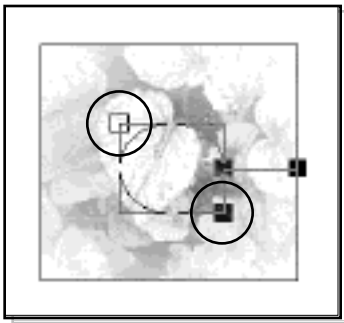
## Applying a vector mask to a paint object



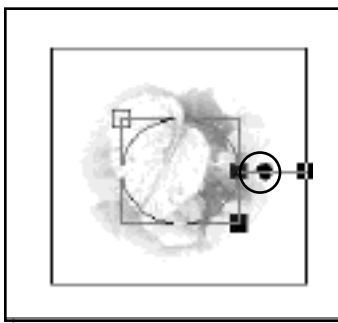
In previous lessons, we applied transparency effects to vector objects. You can apply the same types of effects to paint objects.

You are going to use the Transparency palette this time to create a soft-edge vignette from the photograph of leaves.

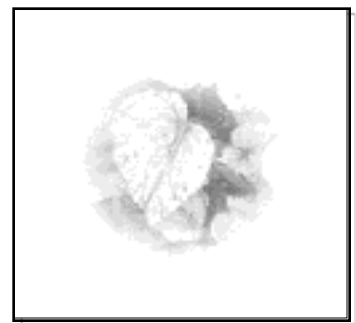
- 1 Select the duotone paint object.
- 2 Choose Image > Mode > Grayscale.
- 3 Canvas asks whether you would like to discard the duotone information from the image. Click OK. The image is now a grayscale.
- 4 To use the Transparency palette, open the Opacity slider in the toolbox, and drag the slider away. The Transparency palette opens.



*Handles appear in edit mode*



*Node used to set opacity level*



*Completed vignette*

- 5 In the Mask pop-up menu, select Elliptical. Vector mask editing handles appear on the paint object.
- 6 Drag the handles to adjust the position and size of the vector mask.

7 Add a node (a small circle) by right-clicking (Windows) or holding the control-key while clicking (Mac) on the horizontal vector which joins the inner box (the area of 100% opacity) with the objects bounding box. An opacity slide appears.

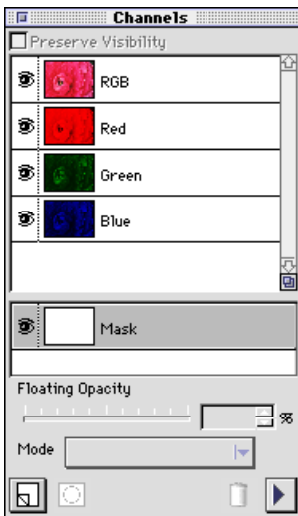
8 Adjust the slide to 0% opacity.

9 Drag the node to adjust the location of 0% opacity until you achieve an effect that you like.

If the transparency handles disappear, select the object and click Edit in the Transparency palette.

10 When you finish adjusting the mask, press Esc to end edit mode.

## Creating transparent edges using a channel mask



Channels palette

This next example shows you how to create another transparent effect in an image. You can do this by painting in a channel mask.

Let's start off with a different image. This time we will load a file by using the Acquire command.

1 Choose Image > Acquire > TIFF.

2 In the directory dialog box, select the file named "Image2.tif" in the Tutorial folder. Click Add.

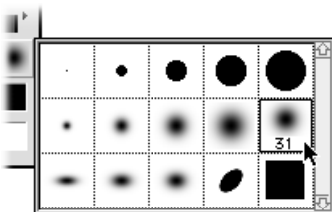
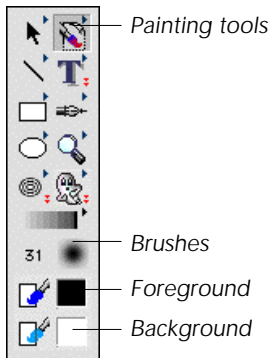
3 Click Done.

*Note:* The Acquire command lets you perform batch importing of image files. You can select multiple files and use "Add" or "Add All" to move the files to the lower window. Then click Done.

Canvas places the image in the center of your screen. To help illustrate some of the channel operations, open the Channels palette.

4 Choose Image > Show Channels.





Selecting a brush

*Transparent edges can be "painted" in a channel mask.*

*You can achieve a variety of effects with various painting tools. You can also adjust options for most painting tools in the Brushes palette.*

**5** To create a channel mask, press Option (Mac) or Ctrl (Windows) and double-click the new paint object. By doing this, you create a channel mask and select it for editing.

In the Channels palette, you will see separate Red, Green, and Blue channels, as well as a channel mask in the lower portion of the Channels palette.

**6** Select the Airbrush tool from the Painting Tools toolbar. When you work with image-editing functions, it is helpful to tear off this toolbar from the toolbox. To do this, drag the toolbar away from the toolbox. You can reposition or shape the toolbar so it doesn't obstruct your work space.

**7** Select black from the Foreground color icon.

**8** Press the Brushes icon in the toolbox. A default set of brushes appears. Select the largest soft-edge brush.

**9** Paint around the edges of the image.

Because you are painting in the channel mask, the areas you paint become transparent. Continue painting until you have achieved an effect that you like. Black pixels in a channel mask produce 100% transparency in corresponding areas of the masked object. White pixels in a channel mask produce 0% transparency in the masked object. Gray pixels in a channel mask produce partial transparency in the masked object. Darker grays produce greater transparency than lighter grays. Don't forget, if you make a mistake, you can undo the most recent actions by choosing Edit > Undo, or pressing Command+Z (Mac) or Ctrl+Z (Windows).

**10** Press Esc to end edit mode. You now have a nice airbrush effect on your paint object.



## The benefits of transparency

You've now seen two ways to enhance photo images. One of the benefits of transparency masking in Canvas is that original images are not changed permanently. The original pixels of an image can be easily restored if you change your mind. To demonstrate this point, you can remove the channel mask from the flower image.

- 1 Double-click the flower image to place the paint object in edit mode.
- 2 In the Channels palette, drag the channel mask from the lower window to the trash can icon in the palette.

The original image is now restored. Use the Save As command to save your work, or close the document without saving the changes.

## Pixel editing

Canvas has a number of advanced photo-editing features that allow you to manipulate images. In the next exercise, you will use the Rubber Stamp tool to retouch an image of a landscape.

To begin, open the file named "Image3.cnv" in the Tutorial folder.

### Retouching an image

An image of a landscape is now in your document. You are going to add more clouds to the sky. For retouching an image such as this, you can use the Rubber Stamp tool.

Rubber Stamp tool



The Rubber Stamp tool takes an area of pixels starting at a reference point you select, and replicates the pixels around that point in another location you select. This is referred to as *cloning*.

The Rubber Stamp tool gives you the ability to ensure color matching and replicate subtle textures and gradients that exist in an image.

First, let's get a closer look at the pixels we will be affecting.

- 1 Double-click the paint object to place it in edit mode.
- 2 Select the Magnifying Glass tool and click to enlarge the sky.
- 3 Select the Rubber Stamp tool in the Painting Tools toolbar.
- 4 Select a small soft-edge brush from the Brushes palette.
- 5 Option+click (Mac) or Alt+click (Windows) an area in the clouds. This sets the reference point for cloning.



Setting the reference point



*"Cloning" more clouds*

- 6 Drag the Rubber Stamp tool to paint a copy of the area around the reference point. Continue dragging until you are satisfied.
- 7 Press Esc to end edit mode.
- 8 Use the Zoom slider to set magnification to 100%.

The Rubber Stamp tool can remove unwanted scratches, stains or other imperfections found in a photograph. It can also be used to duplicate objects from within a paint object.

## Creating glowing text

Now, you'll learn how to add glowing text to an image. Before you begin, make sure there are no selected objects in the document.

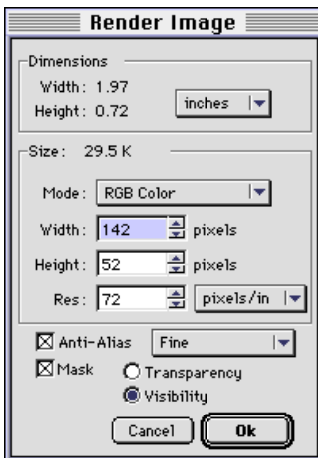
- 1 To change the current text size to 48 point, choose Text > Size > 48.
- 2 To change the current font, choose Text > Font to open the Font submenu. A check appears next to the current font. Choose a new font in the submenu.
- 3 Select the Text tool and type the word "Canvas" in front of the hill in the image.
- 4 Press Esc to end typing mode but leave the text object selected. To change the color of the text to white, select the white fill ink in the Inks palette.



Now we want to create the blurry "glow" that will rest behind the plain text. To do this we must render the text in order to apply the appropriate filter.

Rendering is the process of taking vector-based art and converting it to a paint object. You do not need to create a second text object, because Canvas will create a new rendered version of the text and place it in front of the original text.

- 5 Choose Image > Area > Render. The Render Image dialog box opens.



- In the Mode pop-up menu select RGB.
  - Make sure the Resolution is set to 72 pixels/in.
  - Select Anti-Aliasing and choose Fine in the pop-up menu. Select the Mask option. Then select the Visibility option.
- 6 Click OK.



Canvas renders the text according to your specification. By selecting a visibility mask, Canvas renders the pixels with a transparent background. Now, you'll blur the rendered object. You can do this by using another popular filter, Gaussian Blur.

**7** Double-click the image to put it in edit mode. Choose Image > Filter > Blur > Gaussian Blur.

**8** In the Gaussian Blur dialog box, type 2 in the Radius text box. You can select the Preview option to see the effect.

**9** Click OK to apply the filter. You now have a blurry highlight in front of the original text object.

**10** Press Esc once to end edit mode and leave the paint object selected.

**11** Choose Object > Arrange > Shuffle Down to move the highlight object behind the text object.



*Text with a glowing highlight*

Of course, you could choose to use different ink colors, and even separate ink colors for the text and “glow.” The creative avenues are endless. And because you used separate objects to achieve this effect, you could remove the effect from the text by selecting the glow object and then deleting it.

If you want to save your work, use the Save As command to save a copy of the document. Otherwise, you can close the document without saving changes.

# WEB PUBLISHING

Canvas is an ideal tool for creating graphics and layouts for the world wide web. The exercises in this chapter will teach you how to prepare graphics and documents for publishing on the web or a company intranet. It includes exercises on creating web buttons, animated GIFs, hyperlinks, and web-pages.

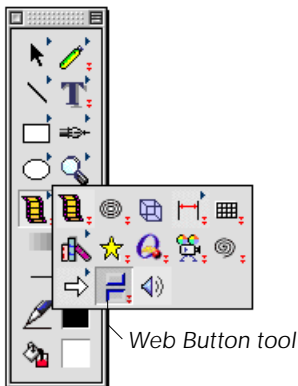
## Creating web buttons

The Web Button tool creates clickable objects for web pages. A Web button can change appearance when the pointer touches it and again when it is clicked. You can use any object, including text, illustrations, and images, as Web button components.

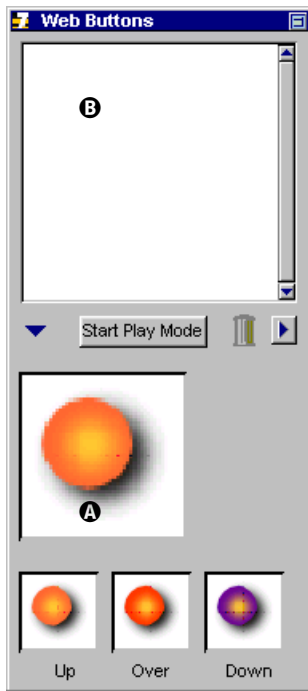
### To create a Web button

This lesson shows you how to create a clickable Web button and place the button on a web page.

To begin, open the document named “Buttons.cnv” in the Tutorial folder. The document contains three numbered illustrations. You’ll assemble a Web button from the illustrations.

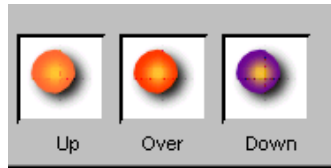


- 1 Select the Web Button tool in the Object tools toolbar.
- 2 Double-click the Web Button tool icon in the toolbox. This opens the Web Buttons palette.
- 3 Click the arrow at the bottom-left of the palette. This expands the palette so you can create buttons.
- 4 To create a button, you will drag three illustrations into the Web Buttons palette. The three illustrations will create the three button states.
  - Select the object labeled 1 in the “Buttons” document. Drag this illustration and drop it on the “Up” box in the Web Buttons palette.
  - Select the object labeled 2. Drag this illustration and drop it on the “Over” box.
  - Select the object labeled 3. Drag this illustration and drop it on the “Down” box.



Web Buttons palette

- A** Preview box
- B** Drag from **A** to store buttons



Drag illustrations to the boxes to create button states



Placing a new Web button in the web document

## Previewing and storing a Web button

To see the new Web button in action, move the pointer over the preview box. When the pointer touches the button, it changes to display the “Over” illustration.

Then, press down the mouse button while the pointer is in the preview box. When you do this, the Web button changes to display the “Down” illustration.

After you create and preview the Web button, you can store the button in the palette so you can later place it in web pages.

- ◆ To store a Web button: Drag it from the preview box up to the box at the top of the palette. The button appears in the upper box with any other Web buttons that are stored in the palette.

If you make a mistake, you can delete a Web button by dragging it to the trash can icon in the palette.

## Placing a Web button

You can use the Web Buttons palette to place Web buttons in documents that you create in Canvas. Then you can save the documents as Web pages.



*Selecting a stored Web button*

Because you stored a Web button in the Web Buttons palette in the previous procedure, you can place that button in any Canvas document. Open the document named “Webpage.cnv” in the Tutorial folder. This document contains illustrations for a web page.

- 1 Open the Web Buttons palette (if necessary). At the top of the palette, click the button that you stored there in the previous procedure.
- 2 Click to the left of the word, “News” on the right side of the blue graphic in the webpage.cnv document. The web button appears next to the word.
- 3 Repeat step two above next to the words, “Frames” and “Gear”.
- 4 You can use the Selection tool to move the button object, or press the keyboard arrow keys to “nudge” it into position while it is selected.

## Testing a Web button

After you place the button in the document, you can test it to see how it will appear on a completed web page.

- 1 Click the Start Play Mode button in the Web Buttons palette.
- 2 Move the pointer over the new Web button in the document to see how the button changes when you point to it.
- 3 Press the mouse pointer down on the Web button to see how the button changes when you press it.

When you finish testing the Web button, click End Play Mode in the Web Buttons palette.

It’s important that you keep this document open because you’ll use it again later to learn how to assign hyperlinks and place animations.

## Creating animated GIFs

You can create animated GIFs by assembling images in an Animation document and saving the document in the Save As... dialog box in GIF Animated file format. The Animation document consists of a series of frames, like individual pages. You add objects to the frames to create an animation sequence.

Animations can play when viewers click them on web pages, or they can play automatically when web pages load in their browsers. Animations can play once and stop or play continuously. Animations are made of multiple frames. The frames appear in sequence, as in a movie or cartoon.

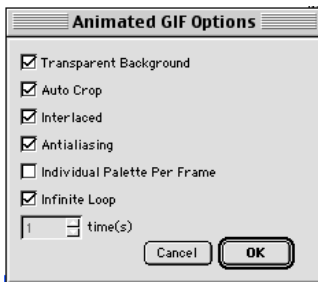
The next lesson shows you how to assemble an animated GIF and place it on a web page.

To begin, open the document named “Animation.cnv” in the Tutorial folder. This document contains a series of illustrations that will become the frames of an animated GIF.

Take a look at the five frames which comprise this Animation Document using the Document Layout palette as follows:

- 1 Choose Layout > Document Layout to open the palette.
- 2 “Frame 1” is highlighted. Select “Frame 2,” “Frame 3,” “Frame 4,” “Frame 5,” and “Frame 6” respectively. Notice that the image changes with each successive frame.
- 3 Return to “Frame 1”.

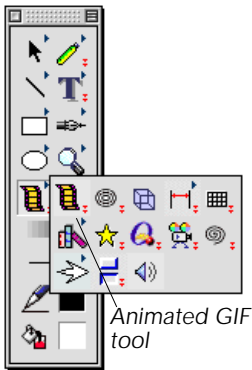
You are now ready to save the file as an animated GIF.



### Saving a document as an animated GIF

- 1 Choose File > Save As to open the directory dialog box.
- 2 Select the “GIF Animated” file format and choose OK to accept the default file name (Animation.GIF).
- 3 An options dialog box opens. Check options “Transparent Background,” “Auto Crop,” “Interlaced,” “Antialiasing,” and “Infinite Loop” for optimum results.





## Placing an animated GIF

After you have saved your animated GIF file, you can place the animation in any documents you design to be web pages.

To begin, switch to the document “Webpage.cnv,” which should still be open.

- 1 Select the Animated GIF tool in the Object tools toolbar.
- 2 Click on your document where you would like to place the animated GIF
- 3 Select the file “Animation.GIF” from the directory dialog box, then click OK.

Keep the document open for now so you can use it in the next exercise.

## Creating hyperlinks on a web page

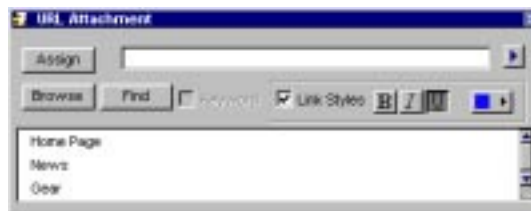
When you design web pages, you can make hyperlinks by assigning URLs (*Uniform Resource Locators*) to Canvas objects.

You can set up hyperlinks to “http” and “ftp” addresses on the Internet, and to e-mail addresses with the “mailto” tag. You can also make hyperlinks to web pages that are on a local hard disk or company intranet.

You will set up some hyperlinks in the “Webpage” document.

### Attaching hyperlinks to Canvas objects

- 1 Choose Object > Options > URL Tag. The URL Attachment palette appears.



URL Attachment Palette

- 2 With the Selection tool, click the web button next to the word, “News.”

- 3 In the URLs pop-up menu, choose “News.” The text appears in the box at the top of the URL Attachment palette.
- 4 Click the Assign button to assign this URL text to the selected web button.
- 5 Now click the web button next to the word “Gear”.
- 6 In the URLs pop-up menu, choose “Gear.”
- 7 Click the Assign button to assign the Gear page to this button.

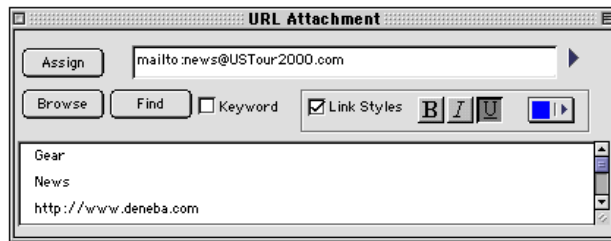
These buttons are now linked to take you to the respective pages when clicked.

## Attaching hyperlinks to text

You can select any amount of text — from one character to whole paragraphs or entire text objects — and use the URL Attachment palette to make the text selection a hypertext link.

### To create a hypertext link

- 1 Choose Object > Options > URL Tag to open the URL Attachment palette (if it is not already open).
- 2 Choose Frame Number 2, “News” from the status bar or the Document Layout palette
- 3 With the Selection tool, highlight the text at bottom that reads “U.S. Tour 2000 News.”
- 4 In the text box of the URLs pop-up menu, type “mailto:news@USTour2000.com”.



- 5 Click the Assign button to assign this URL to the text selection.

## Adding style and color to hyperlinked text

At this point, you can add color and formatting styles to the hyperlinked text.

**1** In the URL Attachment palette, select the Link Styles checkbox.

**2** Click the “B” button for bold, the “I” button for italic, and the “U” button for underline.

**3** Select a solid color for the text in the color palette pop-up. By default, Canvas makes hypertext dark blue.

**4** Click Assign to assign the URL and the Link Styles you selected to the text selection.

You can close the document now. In the next exercise, you will work with a completed version of this document, which is stored in the Tutorial folder.



*Hypertext color and styles options*

## Saving web pages

The easiest way to create web pages in Canvas is to save a Canvas document using the “Save to Web” command. Of course, you should always save your documents in the regular Canvas file format before you export a document in any other format. Do this so that you can edit the original Canvas documents if you want to make changes.

In this exercise, you will save a Canvas document in HTML format using the Save to Web command. Then you can view the page in a web browser to see the hyperlinks, web buttons, and animated GIFs.

To begin, open the document named “Homepage.CNV.” Like the document you worked on earlier, this document contains hyperlinks, web buttons, and animated GIFs. You will use this document to learn about the options for saving web pages.



## To save a web site using the Web Publishing Wizard.

- 1 Choose File > Save To Web. This opens the Web Publishing Wizard, which is a series of windows that will assist you in creating your web site. Read the dialog next to each item.
- 2 If the Radio Button next to the option “Save the Entire Document” is not selected, select it now and click Next.
- 3 If the Radio Button next to the “Auto” option is not selected, select it now and click Next.
- 4 Select “Finest” from the Anti-Aliasing drop down list and click Next.
- 5 Click Finish to display the directory dialog.
- 6 Click the “Internet” button. If you were saving an actual web site directly to the internet, you would enter your information on this screen. For now, review the information in the Internet Login dialog box and click “Cancel.”
- 7 Save the file with the file name “homepage.htm”,

Your web page has been saved. All of the components have been preserved within a subfolder of the folder that you selected.

## Viewing web pages

When you create web pages with Canvas, you can use your web browser to check the pages before posting them to the Internet.

For this exercise, you are going to open the web page you saved in the previous exercise.

- 1 Launch a web browser. If you want to view pages created with Canvas, your browser must be able to read the code that Canvas uses to create a web page. You should have Netscape Navigator version 4.0, Internet Explorer 4.0 or later versions of both programs.
- 2 In the browser, choose File > Open Page or File > Open File.
- 3 Locate and select the file named “Homepage.htm” in the Homepage folder in the Tutorial folder. When the file loads, you can view the golf player animation, test the web buttons, and hyperlink to the Deneba Software website (or whatever web site you chose to use).

## Zooming and panning

When you’re viewing a web document with a web browser, you can adjust the view by zooming and panning. We’ve supplied a web page so you can try this feature yourself.

- 1 Launch a web browser.
- 2 Choose File > Open Page or File > Open File.
- 3 Select the file named “Viewpage.htm” in the Viewpage folder in the Tutorial folder. Click Open.
- 4 After the page loads, select and drag the page around to pan your view.
- 5 Press the Plus (+) key on the numeric keypad to enlarge the view (zoom in).
- 6 After zooming in, press the Minus (-) key on the numeric keypad to zoom out. To return to normal magnification after zooming, press the Home key.

Congratulations! You’ve now learned several techniques to make it easier for you to design web pages using Canvas. For complete information on using Canvas to develop a website, be sure to read the Web Publishing chapter in the *User’s Guide*.



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