No Related Topics Found

1,2,3,4 (File Menu)

You can use the filenames listed near the bottom of the File menu to open one of the documents recently worked on. Choose the number or name that corresponds to the document you want to open. For more information, see Opening documents from disc.

About Xara Ltd

Xara was set up by Computer Concepts Ltd (UK) to develop innovative graphics software for Windows. Computer Concepts have been developing mainstream application software since 1981. CC was one of the pioneer microcomputer software houses of the early eighties in the UK developing applications such as the Wordwise word processor which sold a quarter of a million copies.

With over fifteen years of development experience, more than six of which have been developing 32-bit windowing based applications for RISC based computers, this has given us an unrivaled experience of developing microcomputer application software. This experience predates the arrival of 32-bit Windows based environments by many years.

The arrival of 32-bit Windows programming environments (Windows 95, NT and Win32s) meant we could exploit that experience in the wider PC and Windows market, rather than the more niche markets we occupied before.

Web Links

Xara Home Page - http://www.xara.com/
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About Xara Webster (Help Menu)

About Xara Webster on the Help menu opens a dialog box containing the following information :

- **Xara Webster Version Number**
- **Xara Webster Licensee**
- **Licensee**
- **Organization**
- **Time-limited demo or full version of Webster** See Purchasing Webster for details of how to purchase the full version.
- **Host Operating System**

For more information about Xara Ltd who developed Xara Webster, click here.

Add Folder Dialog Box

With the Add Folder dialog box you can add folders of your own clipart and fills to the Clipart Gallery and the Fill Gallery. You can also use this dialog to add the fonts on the CD to the Font Gallery. For more information, see Adding clipart to the clipart gallery or Adding fills to the fill gallery.

- Add
- Update
- Find CD

{button ,KL(`galleries',0,`',`')} Related topics

Add Folder Dialog Box - Add Button

Add inserts the selected folder into the gallery. If it contains an index and thumbnails a section (or sections) will appear in the gallery showing the folder's contents. If the folder does not contain an index or thumbnails you will be asked if you would like to create them.

Add Folder Dialog Box - Find CD Button

FindCD will attempt to find the Xara Webster CD on your machine so you can add the folders of fonts, clipart and fills supplied on it.

Add Folder Dialog Box - Update Button

Update renews all the index and thumbnail information for a folder where necessary. This is generally most useful where you have changed files, added files to a folder or changed the CD in your CD drive and you want the updated images to appear in the gallery.

Add Shapes (Arrange Menu)

Add shapes turns the selected objects into a new, single shape. The new shape is much like a shadow of the original as it covers the entire area taken up by the combined objects. For more information, see Adding shapes.

Web Link

Combine Shapes

Movies

Adding an outline to a bitmap

You can easily add an outline to a bitmap in any color, with any thickness. To add the outline, you need to convert the bitmap into a rectangular shape with a bitmap fill, you can then change the outline of the rectangular shape as you would normally.

To add an outline to a bitmap

1. Select the bitmap (see Selecting objects).
2. From the Arrange menu, choose Convert to Editable Shapes. This converts your bitmap into a rectangle filled with the original bitmap.
3. Right-click on the outline color you want on the Color Line. See Changing an object's line color.
4. Choose a line thickness from the line thickness drop-down list on the control bars. For more information, see Changing line thicknesses.

Adding clipart to the clipart gallery

You can easily add folders of your own clipart to the Clipart Gallery. The Clipart Gallery will automatically create thumbnail images for any folder containing graphics files so you can see your files in the gallery. You can add both vector and bitmap files to the Clipart Gallery. Once you have added a folder of files to the gallery, you can add more files to the folder, see Adding files to a gallery.

To add a folder of clipart to the clipart gallery

1. Copy the files you want to add to the gallery to a folder.
2. From the Utilities menu, choose Clipart Gallery.
3. Click the Disc Clipart button to open the Add Folder dialog box.
4. Browse until you reach the folder.
5. Click Add.

Xara Webster creates thumbnails for each of the files and places them in a directory called XaraInfo. If you add clipart from a CD other than the Xara Webster CD, the XaraInfo directory will be placed in your temporary directory.

Tips

- If you want to add the clipart from the Xara Webster CD to the Clipart Gallery, follow the instructions above and browse to the "clipart" folder on the CD.
- You can add keywords, titles and descriptions to your clipart which will be displayed in the Clipart Gallery. See Adding titles, descriptions and keywords to documents.

{button ,KL(`clipart',0,`',`')} Related Topics

Adding curved corners to polygons

Polygons created using the QuickShape Tool can have either sharp or rounded corners. After choosing rounded corners, you can change the radius of the corners to increase or decrease the curvature. For more details on changing the curved corners, see Changing curved corners on a polygon.

To add curved corners to a polygon

1. Select the polygon (see Selecting objects).
2. Choose the QuickShape Tool.
3. Click the Curved Corners button on the QuickShape Tool Infobar.

To remove curved corners, click the Curved Corners button again.

Tips

- You can also apply curved corners to star-shaped polygons.
- You can also make the corners rounded by double-clicking on the corner.

{button ,KL(`polygons;quickshape tool',0,`',`')} Related Topic

Adding curved corners to rectangles

Rectangles created using the Rectangle or QuickShape Tool can have either square or rounded corners. After choosing rounded corners, you can change the radius of the corners to increase or decrease the curvature. For more details, see Changing curved corners on a rectangle.

To add curved corners to a rectangle

1. Select the rectangle (see Selecting objects).
2. Choose the Rectangle Tool or the QuickShape Tool.
3. Click the Curved Corners button on the QuickShape Tool Infobar.

To remove curved corners, click the Curved Corners button again.

Tip

- You can also make the corners rounded by double-clicking on the corner.

Web Link

QuickShapes

Movies

{button ,KL(`rectangle tool;quickshape tool;rectangles;squares',0,`',`')} **Related Topic**

Adding files to a gallery

Once you have added a folder of files to the Clipart Gallery or the Fill Gallery, you can add more. For details on adding folders to these galleries, see Adding clipart to the clipart gallery and Adding fills to the fill gallery.

- **To add files to a gallery**

1. Copy the files to the appropriate folder.
2. From the Utilities menu, choose Clipart Gallery or Fill Gallery.
3. Click the Disc Clipart or Disc Fills button (as appropriate) to open the Add Folder dialog box.
4. Browse to the folder.
5. Click the Update button.

Note

- Clicking Add will not include the new files in the gallery. You must use 'Update'.

{button ,KL(`galleries;clipart,clipart gallery overview;fill gallery,overview',0,`',`')} Related Topics

Adding fills to the fill gallery

You can easily add folders of your own bitmaps to the Fill Gallery so you can use them as bitmap fills. The Fill Gallery automatically creates thumbnail images for any folder containing bitmap files so you can see your files in the gallery. You can only add bitmap files to the Fill Gallery, not vector files. Once you have added a folder of files to the gallery, you can add more files, see Adding files to a gallery.

- **To add a folder of bitmaps to the fill gallery**

1. Copy the bitmaps you want to add to the gallery to a folder.
2. From the Utilities menu, choose Fill Gallery.
3. Click the Disc Fills button to open the Add Folder dialog box.
4. Browse to the folder containing the bitmaps.
5. Click the Add button.

Xara Webster creates thumbnails for each of the bitmaps and places them in a directory called XaraInfo. If you add bitmaps from a CD other than the Xara Webster CD, the XaraInfo directory will be placed in your temporary directory as they cannot be written to the CD.

Tips

- If you want to add the fills from the CD to the Fill Gallery, follow the instructions above and browse to the "fills" folder on the CD.

{button ,KL(`fill gallery',0,``,``)} Related Topics

Adding points to lines and shapes

When you have drawn a line or shape, you can add extra point handles to it.

- **To add points to lines and shapes**

1. Select the line or shape (see Selecting objects).
2. Choose the Shape Editor Tool.
3. Click on the line to add a new point handle.

Click to add a point handle

Related Topics

Shape Editor Tool

Adding shapes

You add objects together to combine then into a single shape. The new shape covers the same area as all the objects you added.

- **To add objects together**

1. Select the objects (see Selecting objects).
2. From the Combine Shapes submenu on the Arrange Menu, choose Add Shapes.

Tips

- The new shape uses the colors, line width and other attributes of the top shape. You can change the stacking order of objects. For details see Moving objects backwards and forward.
- Adding shapes is an easy way to create a shadow. Copy the objects, Add them and then offset the new combined shape. You can then change the color of the new object and apply partial transparency.
- You can use this method with any type of object.

Adding titles, descriptions and keywords to documents

To find out how to add title, descriptions and keywords to your documents, click the web link below.

Web Link

- **Adding Titles, Descriptions and Keywords to Documents**

■

Adding web addresses to objects

You can add a web address attribute to any object. When someone clicks on the object when the XAR or WEB file is on a page on the World Wide Web it will take them to the web address. See Putting WEB files on WWW pages.

■ **To add a web address to an object**

1. Select the object (see Selecting objects). You can select more than one.
2. From the Utilities menu, choose Web Address.
3. Type in the web address (URL).
4. Click Add (or Change if the object already has a web address).

For details on what web addresses look like and how they work, see the Web Address Overview.

Tips

■ You can add a web address to an object quickly by right-clicking on the object to open the pop-up menu and choosing Web Address.
■ You can add a web address to any type of object. For example, if you add a web address to a group, clicking on any object in the group on a World Wide Web page will take you to the address.
■ You cannot jump to web addresses using Xara Webster. The web addresses only have an effect when you display the XAR or WEB file using the Xara Plug-in or create an image map for a bitmap.
■ Xara Webster does not check the validity of web addresses you type in.
■ You can create an invisible object with a web address which still works when you click on it. Just make the object 100% transparent.
■ If you add a web address to text it usually best to assign the web address to the rectangle surrounding the text so you can click anywhere over the text to activate the link.

Related Topics
Removing web addresses from objects
Web address overview

Image map overview

Aligning and distributing objects

You can easily move objects on the page so they are aligned along an edge or their center. You can also move objects so they are distributed across the page or between other objects.

- **To align or distribute objects**

1. Select all the objects you want to move.
2. From the Arrange menu, choose Alignment.
3. In the dialog box, choose whether you want to move the objects within the bounding box of the selection, the page.
4. From the Vertical Position drop-down list, choose how you want the objects to move vertically.
5. From the Horizontal Position drop-down list, choose how you want the objects to move vertically.
6. When the diagram at the top of the dialog box shows what you want, click Apply.

Tips

- For more information on the options available, click the Help button in the dialog box.
- [illegible]

Movie

Aligning text on a curve

If you type several lines of text on a curve, the text slopes following the angle of the the start of the curve. You can control the direction the edge of the text follows by adding a very small segment onto the start or end of the curve.

- **To align text on a curve**

1. Draw the curve you want the text to follow.
2. Zoom in to the end of the line, preferably to maximum zoom level.
3. Choose the Shape Editor Tool.
4. Click on the end point handle on the curve to select it.
5. Click the Straight Lines button on the Shape Editor Tool Infobar.
6. Click to create a new, very short line segment. This line segment should be perpendicular to the direction you want the left-hand edge of the text block to follow. If you need the segment to be exactly horizontal or vertical, CTRL-drag the new point.
7. Now type the text on the curve as normal.

Related Topics
Drawing lines

Alignment (Arrange Menu)

CTRL+SHIFT+L

You can use the Alignment dialog box to align and distribute the selected objects. You can also access this dialog box by clicking the Arrange menu, pointing to Align and Distribute, and selecting Align.

The options in the "Align" section allow you to align the selected objects relative to the boundaries of the selected objects. **Aligning objects** on the page, the complete or a selected "Align to" and "Align to the Page" options are available.

The options in the "Distribute" section allow you to distribute the selected objects relative to the boundaries of the selected objects. **Distributing objects** on the page, the complete or a selected "Distribute to the Page" and "Distribute to the Page" options are available.

You can quickly align the selected objects to an edge or center by clicking in the upper part of the dialog box.

Horizontal Alignment

No Change

Align Left moves the objects so that the left edges are aligned left.

Align Center moves the objects so that the centers are aligned horizontally.

Align Right moves the objects so that the right edges are aligned right.

Distribute Left Edges moves the objects so that left edges are equally spaced horizontally.

Distribute Centers moves the objects so that centers are equally spaced horizontally.

Distribute Right Edges moves the objects so that right edges are equally spaced horizontally.

Distribute Horizontally moves the objects so that they are equally spaced horizontally.

Vertical Alignment

Align Top moves the objects so that the tops are aligned.

Align Middle moves the objects so that the centers are aligned horizontally.

Align Bottom moves the objects so that the bottoms are aligned horizontally.

Align Text moves the objects so that the baselines are aligned horizontally.

Distribute Top moves the objects so that the tops are equally spaced vertically.

Distribute Middle moves the objects so that the centers are equally spaced vertically.

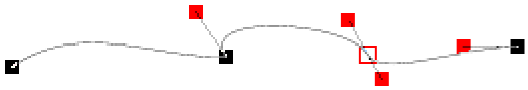
Distribute Bottom moves the objects so that the bottoms are equally spaced vertically.

Distribute Text moves the objects so that the baselines are equally spaced vertically.

Distribute Equal spacing moves the objects so that the spacing between them is even vertically.

Altering point handles

The join of two curved line segments can be either smooth or sharp (a sharp join is sometimes called a cusp join). If a point handle is sharp, you can control the two curve handles independently. If it is a smooth point, the curve handles move together.



- **To alter point handles**

1. If necessary, select the line (see Selecting objects).

2. Choose the Shape Editor Tool.

3. Select the point handle by clicking on it.

4. Click the Sharp Point button or the Smooth Point button on the Shape Editor Tool Infobar.

Tips

- You can quickly swap the state of a point handle by double clicking on it.
- You can select several points and then change the join shape in one operation (see Selecting Several Point Handles).
- With the Shape Editor Tool, you can also press Z to make the point a sharp join or S for a smooth join.
- If you CTRL-click the Sharp Point button the two curve handles will be separated as normal, but they won't move as they normally do.

{button ,KL(`lines;shape editor tool',0,`____No_Topics_Found',`')} Related Topics

Alternative names

The page lists some names used by other programs and the equivalent names used in this program.

Drawings	called Document
Fountain Fills	called Fills
Radial Fills	called Circular Fills
Visual Selectors	called Color Models

Shearing called Skewing

Always on Top

Always On Top is available from the Document Control Menu. If Always On Top is selected for a view, it will always remain on top of all other views. This could be used, for example, to edit one view of a document with a smaller higher Quality view set to always be on top. The edits made in the first, larger view would be reflected in the smaller view which would always be visible.

Animated GIF Export Dialog Box

With the Animated GIF dialog box you can choose how your animated GIF files are created.

Note that there is an easier way to create animated GIFs using the Frame Gallery. For information see Creating animated GIF files.

- Bitmap Size
- Color Depth
- Interlacing
- Transparency
- alette
- Dithering
- Animation Delay
- Animation Restore
- Animation Loop

{button ,KL(`animated GIF files',0,`____No_Topics_Found',`')} Related Topics

Animated GIF Export Dialog Box - Animation Delay

This option sets the time delay between frames in the animation. The units are hundredths of a second, so if you want a delay of a second between each frame, enter a value of 100. Remember that many browsers display the frames quite slowly and may not be able to keep up with the value you set.

Animated GIF Export Dialog Box - Animation Loop

This value defines the number of times the animation will repeat. If you enter a value of zero, the animation will loop continuously.

Animated GIF Export Dialog Box - Animation Restore

This sets what happens after each frame has been displayed. **Nothing** means no action is taken, though many World Wide Web browsers take this as meaning the same as the Background option. **Leave As Is** displays the frames one on top of another - this leaves many frames visible in a stack if some are transparent. **Background** restores the area covered by the graphic to the background color of the GIF (except where the frame is transparent). **Restore Previous** restores the area covered by the frame to what it was before the frame was displayed.

Note that the way browsers interpret these values can vary, you may need to experiment to achieve the desired result.

Animation Properties Dialog Box

With this dialog box you can change the options for the animation and for each frame. The dialog box has several sections :

- Frame
- Animation Colors
- Animation Loop and Speed
- Preview in Browser

Animation Properties Dialog Box - Animation Colors

Palette Colors
Global Browser Palette uses the 216 colors of the Netscape Navigator/Internet Explorer palette. This is probably gives the best results for graphics that use a lot of colors and that you want to display in a browser.

Global Optimized Palette is best for graphics that use relatively few colors. You can specify how many colors to include in the graphic. You may need to experiment to get the best results. This option usually gives the smallest file size.

Optimized Palette per Frame often gives the best results as the palette includes the best colors for each frame. You can specify how many colors are included in each palette. Because each frame has its own palette, this option can produce the largest files.

There is an issue with ‘optimized palette per frame’ with Macintosh web browsers. Unfortunately they all seem to have a serious bug that prevents per frame optimization working. If you know your audience consists of Mac viewers then we advise you not to use per frame palette optimization.

Number of colors in palette
(This option is available only when using optimized palettes.) For simple graphics you can reduce the number of colors in the palette. This can produce much smaller files without losing quality. You may need to experiment to find the right balance between file size and quality.

Dithering
You can select between three types of dithering with these options. Choosing none means there will be no dithering, ordered using an ordered (regular) dithering pattern and diffusion uses error-diffused dithering (a more complex dithering technique). In general, error diffusion will give the best results, but remember to only use dithering when really necessary as it prevents the file compression working so well and so makes files larger.

If you turn off dithering, you'll find the images contain perfectly flat areas of color, but where you have graduated color, you will almost certainly see 'steps' because without dithering there aren't enough colors to accurately represent your drawing. You may need to experiment to obtain the right effect.

You cannot use ordered dithering if you are using an optimized palette.

Animation Properties Dialog Box - Animation Loop and Speed

Loop
This lets you specify how many times the animation should repeat itself. Note that Netscape Navigator takes any value other than 1 to mean 'loop forever'. Therefore, in Navigator your animation either plays once or forever. Other browsers may take more notice of this field.

Display each frame for
If you want the same delay between each frame in the animation enter a value here. To specify a different delay for individual frames, use the Frame tab.

This field reads ‘many’ if the animation has more than one inter-frame delay time.

Animation Properties Dialog Box - Frame

These are options for the current frame (the frame shown highlighted in the Frame Gallery).

Name
When you create a frame it is allocated a default name. Use this field if you want to give the frame a different name. (For example, to remind yourself what the frame shows.) Frame names are only used in this program; they do not appear in the Animated GIF.

Background/Overlay
These duplicate the buttons on the Frame Gallery. See Background and Overlay Settings for more details.

Display frame for
This lets you specify how long you want this frame displayed before moving onto the next frame in the sequence. You can also set a global delay that applies to all frames in the animation using the Loop & Speed tab.

Show Frame

Select this option to include the frame in the final animation. If you want to exclude the current frame from the animation, deselect it. You can also change this setting using the pop-up menu in the Frame Gallery, just right-click on a frame.

Animation Properties Dialog Box - Preview in Browser

With this option you can select options suitable for the graphic and then load it into your browser so you can preview it. For more details, see Previewing bitmaps.

Background Options

- **Plain background -** This uses the regular background of the browser; that is, gray for Internet Explorer and white for Netscape Navigator.
- **Document background -** This is dimmed unless you have specified a page background (see Changing the background) for Webster. This option uses the Webster background behind the graphic.
- **Checkered background -** This displays the graphic against a checker pattern. The main use is verifying that transparent areas of the graphic appear correctly.

Additional Information

- **Include Image Information -** The browser displays information on the file which is useful as a check as to what parameters you have set.

Browser Preview

Click this button to see your animation in your browser.

Applying an object's color to another object

You can copy colors from one object to another. This is particularly useful if you have edited the color to create a particular shade.

- **To apply an object's color to another object**

1. Select the object that has the color you want to copy (Selecting objects).
2. Drag the 'current color' indicator patch (from the left-hand end of the Color Line) and drop it onto the object you wish to color.

Tips

- You could also drag the color from the Color Editor or the Color Gallery (selecting the object automatically selects the color in the gallery).
- You can also copy color using Paste Attributes (see Pasting attributes from the clipboard).
- You can drag either the line color or the fill color off the Color Line.

Web Link

Copying color ■ **Movies** ■

Related Topics

Color Line overview

Color Gallery overview

Applying attributes to a selected region of text

By selecting a region of text inside a text object you can apply attributes to a small section of it. For example you could change the point size of one word in a line of text.

- **To apply attributes to a region of text**

1. Select the text region (see Selecting text).
2. Apply the required attributes. For example, drag-and-drop a color from the Color Line or change the font size.

Tip

- If you drag-and-drop an attribute onto the selected region, it will only be applied to the selected region. Note that attributes can be applied to the selected region by dragging and dropping the attribute onto the selected region.

{button ,KL(`text tool;color line,overview',0,`____No_Topics_Found',`')} Related Topics

Applying attributes to a whole text object

If you apply an attribute to a whole text object, it will affect every character in the text. If you want to apply text-specific attributes (like font size), you must select the Text Tool first.

- **To apply attributes to a whole text object**

1. Select the text object (see Selecting objects).
2. Apply the required attributes. For example click on a color on the Color Line or choose the Text Tool and change the font size.

Tips

- If the text cursor is visible, press Escape to remove it. You can then apply attributes to the whole text object.
- You can apply attributes to a text object using drag-and-drop,. If you do this, you do not need to select the text object first. For example you can change the color of text by dragging a color from the Color Line onto the text object.

{button ,KL(`text tool;color line,overview',0,`____No_Topics_Found',`')} Related Topics

Applying attributes to individual text characters

You can easily apply attributes to a single character inside a text object.

- **To apply attributes to a single character in a text object**

1. Select the text character (see Selecting text).
2. Apply the attributes. For example, choose the Text Tool and change the font size or click on a color on the Color Line.

Tip

- You can also apply attributes to a single character by holding CTRL and using drag-and-drop. For example, dragging a fill from the Fill Gallery and dropping it on a character whilst holding down CTRL will apply a bitmap fill to one character rather than the whole text object. See apply inside for more details on applying attributes inside objects.

{button ,KL(`text tool;color line,overview',0,`____No_Topics_Found',`')} Related Topics

Applying attributes to text

You can apply any attribute to a whole text object, a single character inside it or a selected region of it. This includes fills, line attributes and transparency.

- **What do you want to do?**
- Apply attributes to a whole text object
- Apply attributes to a selected region of text
- Apply attributes to individual text characters
- Apply attributes to the text cursor

Applying attributes to the text cursor

If attributes are applied when the text cursor is present in a text object, the attributes are applied to the text cursor and used for all the text you type in that text object. When the text cursor is moved, it takes on the attributes of the character to its left.

- **To apply attributes to the text cursor**

1. Choose the Text Tool.
2. Insert the text cursor in the document.
3. Apply the attributes. For example, click on a color on the Color Line or choose a font size from the Text Tool Infobar.

Tips

- If you want to change the attributes for all text objects you create in future, select the Text Tool (ensuring the text cursor is not visible in the document) and set the attributes.
- You have to type something for the change of attribute to have any effect. Moving the cursor without typing discards the change of attribute.

Applying bitmap fills

You can use any of the bitmaps in the Bitmap Gallery or Fill Gallery to fill an object. You can then scale, recolor or skew the bitmap fill as required.

- **To apply a bitmap fill**

1. Select the object (see Selecting objects).
2. On the Utilities menu, select Fill Gallery or Bitmap Gallery to open the gallery.
3. In the gallery click on the bitmap to be used as a fill. This selects it.
4. Click the Fill button in the gallery.

You can then use the Fill Tool to adjust the bitmap fill, see Changing bitmap fills.

Tips

- If you apply a bitmap fill using the Fill Gallery, Xara Webster imports and adds the bitmap to the Bitmap Gallery for you.
- You can double-click on a bitmap in either gallery to apply it to the selected object. (CTRL-double-click closes the gallery afterwards.)
- You can also drag-and-drop a bitmap from either gallery onto any object, selected or unselected.
- You can apply bitmap fills using the Fill Tool.
- To apply the bitmap fill to an object inside another object, hold down CTRL as the bitmap is dropped. See apply inside.

Web Link

Movie ■

Related Topics

Fill Tool
Bitmap Gallery
Fill Gallery

Fills overview

Applying bitmap transparency

You can use any of the bitmaps in the Bitmap Gallery or Fill Gallery to control the transparency of an object. You can then change the amount of transparency or scale, recolor or skew the bitmap transparency, as required. The transparency is set by the brightness of the pixels in the bitmap (as if it were grayscale).

- **To apply bitmap transparency**

1. Select the object.
2. On the Utilities menu, select Fill Gallery or Bitmap Gallery to open the gallery.
3. In the gallery click on the bitmap to be used as a fill. This selects it.
4. Click the Transp (Transparency) button in the gallery.

You can then use the Transparency Tool to adjust the bitmap transparency.

Tips

- Selecting a bitmap from the Fill Gallery imports the bitmap and also adds it to the Bitmap Gallery.
- For details of how to edit a bitmap transparency, see Changing bitmap transparency.

Web Link

Movies ■

Related Topics

Transparency overview
Transparency Tool
Bitmap Gallery

Fill Gallery

Applying circular fills

You can fill objects with any of Xara Webster's different fill types. Circular fills are useful for creating highlights and making circles look three dimensional.

- **To apply a circular fill**

1. Select the object (see Selecting objects).
2. Choose the Fill Tool.
3. SHIFT-drag from where you want the center of the fill to where you want the fill circle to end.

Tips

- You can also select 'Circular' from the drop-down list on the Fill Tool Infobar.
- You can edit the position and radius of the fill by dragging the fill handles. See Changing circular fills.

Web Link

Movie ■

{button ,KL(`tools,fill tool;fills',0,`____No_Topics_Found',`')} Related Topics

Applying circular transparency

Circular transparency is one of the types of transparency you can use.

- **To apply circular transparency**

1. Select the object (see Selecting objects).
2. Choose the Transparency Tool.
3. SHIFT-drag from where you want the center of the transparency to where you want the transparency to end.

Tips

- You can also choose Circular from the Transparency Shape drop-down list on the Transparency Tool Infobar. A fill arrow shows you the radius of the transparency
- You can edit the position and radius of the transparency by dragging the transparency handles. You can also change the transparency levels. See Changing circular transparency for details.

Web Link

Movies ■

{button ,KL(`transparency,overview;tools,transparency tool',0,`____No_Topics_Found',`')} Related Topics

Applying elliptical fills

You can fill objects with any of Xara Webster's different fill types. Elliptical fills are useful for creating highlights.

- **To apply an elliptical fill**

1 Select the object (see Selecting objects).

2. Choose the Fill Tool

3. Choose Elliptical from the drop-down list on the Fill Tool Infobar.

4. Drag from the center of the fill to create the fill. This creates a circular fill. Drag the fill handles to create an elliptical fill.

Tip

- You can later edit the position, extent and angle of the fill by dragging the fill handles. See Changing elliptical fills for details.

Web Link

Movie ■

{button ,KL(`tools, fill tool;fills, fills overview',0,`____No_Topics_Found',`')} Related Topics

Applying elliptical transparency

Elliptical transparency is one of the types of transparency you can use.

- **To apply elliptical transparency**

1. Select the object (Selecting objects).
2. Choose the Transparency Tool.
3. Choose 'Elliptical' from the Transparency Shape drop-down list on the Transparency Tool Infobar.
4. Drag from the center of the transparency. This creates a circular transparency. Drag the transparency handles to create the ellipse. A pair of transparency arrows show you the angle and size of the elliptical transparency.

For details of how to edit the elliptical transparency, see Changing elliptical transparency.

Web Link

Movies ■

{button ,KL(`transparency,overview;tools,transparency tool',0,`____No_Topics_Found',`')} Related Topics

Applying fills

The Fill Tool can be used to apply fills to any text, shape or QuickShape object. For information on fills, see the Fills Overview.

- Applying linear fills
- Applying circular fills
- Applying elliptical fills
- Applying bitmap fills
- Applying fractal cloud fills

Web Link

Using fills ■

Movies ■

{button ,KL(`fills,changing;tools,fill tool',0,`____No_Topics_Found',`')} Related Topics

Applying flat transparency

Flat transparency is one of the types of transparency you can use.

- **To apply flat transparency**

1. Select the object (see Selecting objects).
2. Choose the Transparency Tool.
3. If the object already has transparency applied, choose 'Flat' from the drop-down list on the Transparency Tool Infobar.
4. Drag the Transparency Slider on the Infobar to select the required level of transparency.

Tips

- Applying flat transparency to an object with an outline (or a line) also applies the transparency to the line. To remove the line transparency, change the object's line color. See Coloring objects for details.
- To change the transparency, just select the object and move the slider on the Infobar. See Changing flat transparency.

Web Link

Movies ■

{button ,KL(`transparency,overview;tools,transparency tool',0,`____No_Topics_Found',`')} Related Topics

Applying fractal cloud fills

You can fill objects with any of Xara Webster's different fill types. Fractal cloud fills are useful for creating a random, grainy fill. Each fractal cloud fill is unique. After applying a fractal cloud fill you can then edit it to create exactly the effect you want.

- **To apply a fractal cloud fill**

1. Select the object (see Selecting objects).
2. Choose the Fill Tool.
3. Choose Fractal Clouds from the Fill Type drop-down list on the Fill Tool Infobar.

A pair of fill arrows show you the extent and angle of the fill. For details of editing a fractal cloud fill, see Changing fractal cloud fills.

Web Link

Movie ▪

{button ,KL(`tools, fill tool;fills, fills overview',0,`____No_Topics_Found',`')} Related Topics

Applying fractal cloud transparency

You can use fractal cloud transparency to create the effect of mist or clouds. Each fractal cloud pattern is unique. After applying fractal cloud transparency you can then edit it to create exactly the effect you want.

- **To apply fractal cloud fill**

1. Select the object (see Selecting objects).
2. Choose the Transparency Tool.
3. Choose Fractal Clouds from the drop-down list on the Fill Tool Infobar.

For details of how to edit the fractal cloud transparency, see Changing fractal cloud transparency.

Web Link

Movies ■

{button ,KL(`transparency,overview;tools,transparency tool',0,`____No_Topics_Found',`')} Related Topics

Applying linear fills

You can fill objects with any of Xara Webster's different fill types. Linear fills are useful for simple shading.

- **To apply a linear fill**

1. Select the object (see Selecting objects).
2. Choose the Fill Tool.
3. Drag from where you want the fill to start to where you want the fill to end. During the drag a fill arrow shows you the start and end of the linear fill.

Tips

- This method does not work if the object already has a (non-linear) fill applied. In this case, choose 'Linear' from the Fill Type drop-down list on the Fill Tool Infobar.
- You can later move the start and end points and change the colors of the fill - see Changing linear fill.

Web Link

Movie ■

{button ,KL(`tools, fill tool;fills, fills overview',0,`____No_Topics_Found',`')} Related Topics

Applying linear transparency

Linear transparency is one of the types of transparency you can use.

- **To apply linear transparency**

1. Select the object (see Selecting objects).
2. Choose the Transparency Tool
3. Drag from where you want the linear transparency to start to where you want it to end. During the drag a transparency arrow shows you the start and end of the linear transparency

Tips

- This method does not work if the object already has a (non-linear) transparency applied. In this case, choose 'Linear' from the Transparency Shape drop-down list on the Transparency Tool Infobar.
- You can later move the start and end points and change the transparency of the two points - see Changing linear transparency for details.

Web Link

Movies ■

{button ,KL(`transparency,overview;tools,transparency tool',0,`____No_Topics_Found',`')} Related Topics

Applying transparency

With the Transparency Tool you can make any object transparent using a wide range of types and shapes of transparency. For information about transparency, see the Transparency Overview.

- Applying flat transparency
- Applying linear transparency
- Applying circular transparency
- Applying elliptical transparency
- Applying bitmap transparency
- Applying fractal cloud transparency

Web Link

Using transparency ■
Movies ■

_____

{button ,KL(`tools,transparency tool;transparency,removing',0,`____No_Topics_Found',`')} **Related Topics**

Arrange Control Bar

Bring to Front

Put to Back

Move Forwards

Move Backwards

Group

Ungroup

Alignment

Convert to Editable Shapes

Add Shapes

Subtract Shapes

Intersect Shapes

Slice (cut) Shapes

Fit Text to Curve

{button ,KL(`control bars,list of default control bars',0,`____No_Topics_Found',`')} Related Topics

Arrange Icons (Window Menu)

Arrange Icons arranges the icons of all minimized documents at the bottom left-hand corner of the main Xara Webster window.

Arrange Menu

- Move to Next Frame
- Bring To Front
- Move Forwards
- Move Backwards
- Put To Back
- Move to Previous Frame

- Group
- Ungroup
- Alignment

- Combine Shapes
- Convert to Editable Shapes
- Create Bitmap Copy

- Fit Text to Curve (or Remove text From Curve)

Arrange Views (Window Menu)

Arrange Views tiles all the open document views to fill the main Xara Webster window.

BMP Export Dialog Box

The BMP (Windows Bitmap) export bitmap dialog box is opened by selecting BMP as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. For details of how to create a BMP file, see Creating BMP files.

- Preview boxes
- Palette Options
- Bitmap Size
- Image Map
- Browser Preview
- Preview Button
- Export Button

Bitmap Export Dialog Box - BMP Compression

16 color (4bpp) and 256 color (8bpp) BMP files can be exported from Xara Webster in a compressed form. There are two types of compression available :

RLE	Run length encoding compression.
RGB	No compression.

Bitmap Export Dialog Box - Bitmap Size

Enter the width and height of the bitmap here (in pixels).

Tip

This bitmap format does not store the resolution information in the file, this is why the resolution drop-down list is dimmed.

Bitmap Export Dialog Box - Bitmap Size (and Resolution)

This section is not present if you are exporting a bitmap from the Bitmap Gallery. If you are exporting an existing bitmap, you cannot resize it.

Bitmap Size and Resolution
The size of the exported bitmap can be set in two ways :

Resolution	Type the resolution into the dpi field. The Width and Height are calculated from this to ensure the aspect ratio of the area being exported is fixed.
Size	Type the required width or height into one of the fields. Note that the aspect ratio of the drawing is fixed so only one dimension can be set - the other is calculated automatically.

Tip

If you choose a resolution of 96dpi, the bitmap will be created at the same size as the objects when you use 100% magnification.

Area to Save
The bitmap can be created using one of three areas of the document :

The Page	The whole page area.
The Drawing	The area covered by objects.
The Selection	The area covered by the objects in the selection. Only available when objects are selected.

Put HTML Image Tag on Clipboard
This lets you save out the basic HTML IMG tag information when you save the bitmap. You can then paste the tag into an HTML page using a text editor and modify it if necessary. The tag is saved like this :

<img src="name" width=xxx height=xxx>

Where **"name"** is the filename and **xxx** are the width and height in pixels. If you save the graphic to a different folder to the HTML page, you need to edit the filename to point to that folder.

Notes

Putting the tag on the clipboard overwrites any existing contents of the clipboard.

There is an option on the Image Map tab to save an image map to the clipboard. Selecting either of these clipboard options automatically deselects the other option.

Bitmap Export Dialog Box - Browser Preview

Using the Preview boxes in the Export dialog box, you can select the best compromise of file size and quality for web graphics. However the best test is checking how the graphic looks in a web browser. This option lets you select options suitable for the graphic and then load it into your browser. For more details, see Previewing bitmaps.

This testing is particularly useful when the graphic has clickable areas (image maps). You can load the graphic and quickly check that that the areas are defined as you expect and the addresses correct.

Background Options

- **Plain background -** This uses the regular background of the browser; that is, gray for Internet Explorer and white for Netscape Navigator.
- **Document background -** This is dimmed unless you have specified a page background (see Changing the background) for Webster. This option uses the Webster background behind the graphic.
- **Bitmap as background -** This displays the graphic as the background on the browser and tiles (repeats) the graphic as required. It lets you check that the graphic tiles seamlessly.
- **Checkered background -** This displays the graphic against a checker pattern. The main use is verifying that transparent areas of the graphic appear correctly.

Additional Information

- **Include File Info -** The browser displays information on the file which is useful as a check as to what parameters you have set.
- **Include Image Map -** This also exports the associated image map. This lets you test that clickable areas in the graphic work correctly. For more information on Image Maps, see the Image Map Overview.

Show all previews in Browser

Select this option to automatically update the browser preview every time you click the Preview button. When you select this option, click Preview to see the image in your browser.

Browser Preview

Click this button to preview your bitmap in your web browser.

Bitmap Export Dialog Box - Dithering

You can select between three types of dithering with these options. Choosing none means there will be no dithering, ordered using an ordered (regular) dithering pattern and diffusion uses error-diffused dithering (a more complex dithering technique). In general, error diffusion will give the best results, but remember to only use dithering when really necessary as it prevents the file compression working so well and so makes files larger. You cannot use ordered dithering if you are using an optimized palette.

Bitmap Export Dialog Box - Export Button

This button reads Export A or Export B depending on which is the selected Preview. Click on a Preview to select it and then click this button to export the bitmap.

Bitmap Export Dialog Box - GIF Options

Transparency

If transparency is enabled the bitmap will be 'transparent' in all areas not covered by a selected object. If the selection has been chosen then this will be only the visible and selected objects. This makes it easy to remove the white background from exported pictures and makes them ideal for publication on the World Wide Web. (see Internet Bitmaps Overview).

If the Quality setting is high (anti-aliasing is turned on) the edges of the drawing will be anti-aliased with whatever is behind it (as normal). Normally the anti-aliasing will be to the paper color of white.

When transparency is enabled, the selected items are used to determine what is going to be transparent in the GIF, but all objects are rendered. This makes it simple to create bitmaps which anti-alias to the background they will eventually be on, by placing that background behind the drawing. Then when the bitmap is exported ensure that the background is not selected but the drawing is and that the selection option is used. Note that if you create a transparent GIF file, one of the palette colors is used as the transparency. This means (for example) that a 2 color GIF contains one color and transparency.

Note that GIF transparency has a different meaning to the transparency in the Transparency Tool. This process does not take into account any of this type of transparency applied to objects in the document.

Interlacing

If interlacing is enabled the bitmap file produced will be interlaced. Remember only PNG and GIF files can be interlaced.

Bitmap Export Dialog Box - Image Map

For general information on Image Maps see Image Map Overview.

This tab lets you export the associated Image Map at the same time as you export the bitmap. You can also export the Image Map separately by selecting Image Map as the export type in the Export dialog box. If you don't want to export an Image Map, deselect both Export Image Map to Clipboard and Export Image Map to File.

Export Image Map to Clipboard
This copies the text to the clipboard so you can use a text editor to paste it into an HTML page. Note that this overwrites anything already on the clipboard. There is an option on the Bitmap Size tab to save the HTML IMG tab to the clipboard. Selecting either of these clipboard options automatically deselects the other option.

Export Image Map to File
This copies the Image Map text to a file. This is a quick way of automatically inserting the image map into an HTML file.

You can either:
Insert Image Map into Existing File: this inserts the Image Map into the specified file. If the file already contains an Image Map of the specified name, the existing Image Map is replaced. If this is a new Image Map, it is inserted at the end of the file.
Replace Existing File: this overwrites any existing contents of the file. This option is useful if you want to save the text for use later. Note that opening this file in Browser displays a blank window. You need to add the corresponding IMG tab, for example <IMG SRC="filename.gif" USEMAP="#example">.

Image Map Options

Name
Image maps are named. (Names must be unique within a document.) Include this name in the <IMG USEMAP=> attribute to identify the associated image map. (USEMAP="#example" for an image map called "example".)
If you are merging this image map into an existing file, you can either type in a new map name or choose the name of an existing map. This lets you replace an existing map with new data.

Approximate curves with lines
Image map polygons are a series of straight lines and this option lets you select how closely any curves in the clickable areas are followed. (Note that circles are a special case in image maps.) Very closely gives the best approximation. This increases the size of your web page and so makes it slower to download. Only you can decide which is the best option.

Save all clickable areas as rectangles

Ignore the shape of clickable areas. Save all clickable areas as simple rectangles that totally enclose the clickable area.

Bitmap Export Dialog Box - JPEG Options

JPEG Quality
This setting is specific to JPEG output. A low setting will result in a small file with a loss in quality whereas a high value will give only slight file size reduction, but high quality. Note that a setting of 100% will still compress the file.
As an example, a setting of 75% will give good compression without causing a noticeable loss in quality for most uses.

Progressive
If you select this option, the JPEG will be a 'progressive JPEG'. This is similar to an interlaced GIF and means that when the JPEG is displayed by a web browser that understands progressive JPEG files, it will slowly come into focus as it is downloaded. If the browser doesn't support progressive JPEG files, the JPEG will only be displayed once the whole file has been downloaded, just as if the JPEG wasn't progressive.

Bitmap Export Dialog Box - PNG Options

Transparency
If transparency is enabled the bitmap will be 'transparent' in all areas not covered by a selected object. If the selection has been chosen then this will be only the visible and selected objects. This makes it easy to remove the white background from exported pictures and makes them ideal for publication on the World Wide Web. (see Internet Bitmaps Overview).
If you create a transparent PNG file, one of the palette colors is used as the transparency. This means (for example) that a 2 color PNG file contains one color and transparency.
Note that PNG transparency has a different meaning to Xara Webster transparency. This process does not take into account any Xara Webster transparency applied to objects in the document.

Interlacing

If interlacing is enabled the bitmap file produced will be interlaced. Remember only PNG and GIF files can be interlaced.

Bitmap Export Dialog Box - Palette Options

Palette
You can use these options to choose between the standard document palette and an optimized palette

Color Depth
You can create bitmaps with the following number of colors :

32 bit	Millions of colors
24 bit	Millions of colors
8 bit	256 colors
4 bit	16 colors
1 bit	2 colors

If you export a transparent bitmap, one of the colors will be used for the transparency. This means a 1 bit transparent bitmap uses only one color.

Some bitmap formats only support some of the color settings :

	Name	**Supported Colors**
GIF	Compuserve GIF	1 bit, 4 bit and 8 bit.
BMP	Windows Bitmap	1 bit, 4 bit, 8 bit, 24 bit and 32 bit.
PNG		1 bit, 4 bit, 8 bit, 24 bit and 32 bit.
JPG	JPEG	24 bit only

Number of Colors in Palette
With this field, you can specify how many colors in the palette of the bitmap are actually used. This means you can create, for example, an 8 bit bitmap where only 100 of the 256 palette entries are used. With some experimentation you can alter this setting to create bitmaps that are very small by reducing the number of colors until the quality is just at the level you will accept.

Add System Colors
Selecting this option adds 28 colors to the palette. These colors are the normal Windows system colors and a number of primary colors. This ensures the palette includes a spread of colors and may improve the quality of the image, particularly if it contains a wide range of colors. You may need to experiment with this option to get the best results.

Dithering

You can select between three types of dithering with these options. Choosing none means there will be no dithering, ordered using an ordered (regular) dithering pattern and diffusion uses error-diffused dithering (a more complex dithering technique). In general, error diffusion will give the best results, but remember to only use dithering when really necessary as it prevents the file compression working so well and so makes files larger. You cannot use ordered dithering if you are using an optimized palette.

Bitmap Export Dialog Box - Preview Button

Click this button to display the bitmap in the selected Preview Box. This is useful for finding the best settings for a particular bitmap. For more details, see Previewing bitmaps.

Bitmap Export Dialog Box - Preview boxes

These let you preview the appearance of the graphic before you export it. This is particularly important for web graphics where selecting suitable parameters reduces the file size without significantly reducing image quality. The Preview Boxes make this checking quick and easy. For more details see Previewing bitmaps.

In the various tabs set the options you want to try and click Preview.

- If these options are worse than the previous settings, you can try again and overwrite the last preview image.
- If the options are better and you want to try to get further settings, click on the other Preview Box to overwrite that image. This preserves the current best settings.

When you are satisfied with the results, select the best preview and click Export.

You can also preview the graphic in your browser using the Browser Preview tab. This is useful as a final check or when testing image maps.

Bitmap Export Dialog Boxes

Xara Webster can create bitmaps from the selected document and export them in a variety of different formats. The following list contains links to all the pages describing the dialog boxes used for exporting bitmaps. If you want to know how to create bitmaps, see Creating bitmaps.

- JPEG Export dialog box
- GIF Export dialog box
- Animated GIF Export
- BMP Export dialog box
- PNG Export dialog box

Related Topics
List of Supported File Formats

Bitmap Gallery (Utilities Menu) F11

The Bitmap Gallery item on the Utilities menu and the Bitmap Gallery button open the Bitmap Gallery if it is closed and close it if it is open. The button remains pressed in if the gallery is open. For more details, see the Bitmap Gallery Overview.

Bitmap Gallery - Background Button

Clicking this button sets the selected bitmap as the page background. For more details, see Changing the background.

Bitmap Gallery - Bitmap Properties Button

Click the Properties button to open the Bitmap Properties dialog box.. With this dialog box you can set the delay and restore settings for a bitmap to be exported as a frame in an animated GIF files. We recommend you use the Frame Gallery to create animations instead.

{button ,KL(`bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found',`')} Related Topics

Bitmap Gallery - Delete Button

Delete

The Delete button in the Bitmap Gallery deletes the bitmaps selected in the gallery, from the document. This operation cannot be undone, though Delete is generally unnecessary as unused bitmaps are automatically deleted when the document is closed or saved. You can also delete a bitmap using the pop-up menu.

Note

You cannot delete the default bitmap

{button ,KL(`bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found',`')} Related Topics

Bitmap Gallery - Fill Button

Fill

The Fill button in the Bitmap Gallery applies the bitmap selected in the gallery as a bitmap fill to the selected objects. If no objects are currently selected, the current fill attributes are set to use this bitmap as a fill. This means all objects drawn from then on will be filled with the bitmap.
You can also drag-and-drop the bitmap onto an object to apply it as a bitmap fill (CTRL-drag to apply inside) , double-click it to apply it to the selection (CTRL-double-clicking closes the gallery afterwards) or right-click on the bitmap in the gallery to open the pop-up menu and choose Apply As A Fill.
For details of editing the bitmap fill afterwards, see Editing a bitmap fill.

{button ,KL(`bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found',`')} Related Topics

Bitmap Gallery - Insert Button

The Insert button in the Bitmap Gallery inserts the currently selected bitmap into the selected document. Any bitmap in the gallery can be inserted into the selected document, even from other sections of the gallery. This means this button can be used to copy bitmaps between documents.

You can also drag-and-drop the bitmap onto a blank part of the page to insert it or open the pop-up menu over the bitmap and choose Insert. Note that if you drop the bitmap onto an object it will be applied as a bitmap fill - drop it on a blank area of the page to insert it.

{button ,KL(`bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found',`')} Related Topics

Bitmap Gallery - Options Button

Options...

The Options button in the Bitmap Gallery opens a menu containing the single option, Find. By selecting this option you can search the Bitmap Gallery. For more details, see Searching a gallery.

{button ,KL(`bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found',`')} Related Topics

Bitmap Gallery - Pop-up Menu

Right-clicking on the Bitmap Gallery opens a pop-up menu which contains the following options :

Insert	Identical to the Insert Button.
Apply as a Fill	Identical to the Fill Button.
Apply as Transparency	Identical to the Transparency Button.
Delete	Identical to the Delete Button.
Save	Identical to the Save Button.
Properties	Opens the bitmap properties dialog box. Click the Help button in the dialog box for more details.
Set Page Background	Sets the page background using the selected bitmap. See Changing the background.
(Un)Fold Section	Folds up or unfolds the current section.
Previous Section	Moves to the start of the previous section.
Next Section	Moves to the start of the next section.

Right-clicking on a bitmap in the gallery will select it, so opening the pop-up menu over a bitmap allows you to operate on it directly.

Bitmap Gallery - Save Button

The Save button in the Bitmap Gallery opens the Export dialog box so you can save the selected bitmap in any of the supported bitmap export formats (see the List of Supported File Formats). Note that you will not be able to alter the size (resolution) or color depth (number of colors) of the bitmap when you export it.

Tip

To save a bitmap more quickly, right-click on it to open the pop-up menu (this also selects the bitmap) and choose Save.

{button ,KL(`bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found',`')} Related Topics

Bitmap Gallery - Transparency Button

The Transparency button in the Bitmap Gallery applies the bitmap selected in the gallery as a bitmap transparency to the selection. If no objects are currently selected, the current transparency attribute is set. This means all objects drawn will have the bitmap applied as a bitmap transparency. For details of editing the bitmap transparency, see Changing bitmap transparency.
You can also apply a bitmap as transparency by opening the pop-up menu. over the bitmap (this also selects it) and choosing Apply as Transparency.

{button ,KL(`bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found',`')} Related Topics

Bitmap Gallery Overview

F11

The Bitmap Gallery shows all the bitmap objects that are currently being used in each of the loaded documents. It is used to view, insert, delete, and apply bitmaps as fills or transparency. It can also be used to choose bitmaps for use with other Xara Webster features such as the Tracer and Bitmaps effects controls. The gallery is divided into sections, one for each document currently open.

Insert	Insert	Insert the bitmap into the selected document.
Fill	Fill	Apply the bitmap as a bitmap fill to the selection.
Transp	Transp	Apply the bitmap as a bitmap transparency to the selection.
Background	Background	Sets the background of the document
Delete	Delete	Delete the bitmap from the document.
	Options	Bitmap Gallery options.
	Save	Save the bitmap.
Properties...	Properties	Opens the bitmap properties dialog box

Many operations using the Bitmap Gallery are made easier by the Bitmap Gallery pop-up menu.

Display Options

The Bitmap Gallery has only one mode available - Full Information

Note

If a bitmap is deleted from a document it will remain in the Bitmap Gallery until the document is closed or saved. To remove it from the gallery, select it and click the Delete button.

Related Topics

Bitmap overview
Transparency overview
Selecting items in a gallery
Galleries overview
Bitmap Fills
Bitmap transparency

Bitmap Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a bitmap, it contains the following options :

- Cut
- Copy
- Paste

- - - - - - - - - -

- Delete
- Duplicate
- Clone

- - - - - - - - - -

- Convert to Editable Shapes
- Create Bitmap Copy
- Combine Shapes

- - - - - - - - - -

- Web Address
- Color Editor

{button ,KL(`pop-up menus',0,`____No_Topics_Found',`')} Related Topics

Bitmap Properties Dialog Box

This dialog box shows the following information about the bitmap :

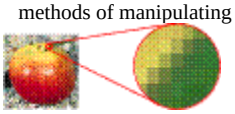
- Name
- Format
- Size (K)
- Dimensions (Pixels)
- Colors
- Transparent

GIF Animation

- Delay (the time this frame is left on screen)
- Restore

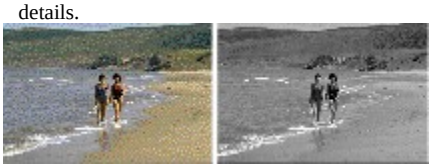
Bitmaps Overview

A bitmap is a picture composed, of small 'dots' called pixels. Bitmaps are created using a variety of programs such as Microsoft Paintbrush, CorelPaint and Photoshop or taken from scanners or CD. You can import and export all common bitmap formats and provides a variety of methods of manipulating and using them.



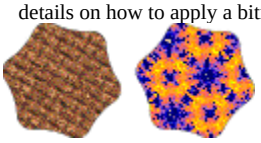
Importing and Exporting Bitmaps
You can import and export a very large range of different types of bitmaps. For a full list, see the List of Supported File Formats. Xara Webster supports many features which make it ideal for creating bitmaps for publication on the Internet. For more details, see Creating bitmaps (or the Internet Bitmaps Overview). Exported bitmaps are limited in size to 4,000 pixels by 4,000 pixels.

Changing Bitmaps
Bitmaps can be resized, rotated and reflected. You can also change the colors in a bitmap (contoning). See Changing bitmap palettes for more details.



Masking Bitmaps
You can remove unwanted areas of bitmaps very easily. See Masking a bitmap for more details.

Using Bitmaps As Fills
Any bitmap can be used to fill other objects. For example, you can fill shapes or text with a tessellating bitmap. This is called a bitmap fill. For details on how to apply a bitmap fill to an object, see Applying bitmap fills.



Making Bitmaps Transparent
You can make any object transparent and this includes bitmaps. You can use any of the different shapes of transparency (flat, linear, circular and so on) and use any of the three types of transparency (stained glass, mix and bleach).

This picture consists of two bitmaps. The top bitmap has a linear transparency allowing you to see the other bitmap through it.

Using Bitmaps to Set Transparency
Xara Webster includes a wide range of shapes of transparency. This includes linear, circular, elliptical and conical. In addition to these, you can use a bitmap transparency. If you apply a bitmap transparency to an object, its transparency is set by the brightness of the pixels in the bitmap.

The top shape in this example is a black rectangle with a bitmap transparency applied to it. Note how the amount of the image you can see underneath is set by the level of gray of the bitmap used for the transparency. For more details, see Applying bitmap transparency.

Web Link

Movies
Creating smooth edges to bitmaps
Making bitmaps lighter or darker

{button ,KL(`bitmaps;fill gallery,overview;bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found',`')} Related Topics

Breaking lines and shapes apart

You sometimes want to break a line into two separate lines or break a shape to create a line.

To break a line or shape apart

1. Select the line or shape (see Selecting objects).
2. Choose the Shape Editor Tool.
3. Click on the point handle where you want the line or shape to break (this selects the handle).
4. Click on the Break Button on the Shape Editor Tool Infobar or press B.

Tip

You may want to break the line where there is no existing point handle. If so, in step 3 click on the line where you want the break. This creates a new point handle. Then click the Break Button.

Web Link

Movie

{button ,KL(`tools,shape editor tool;tools,pen tool',0,`____No_Topics_Found',`')} Related Topics

Bring To Front (Arrange Menu) CTRL+F

Moves all the selected objects to the front of the frame they occupy. For more details, see Moving objects backwards and forwards.

Button Palette Control Bar

The button palette is a special control bar which contains a copy of every button in the program. If you want to create a custom bar, you can use the button palette to do it.

To open the button palette

1. From the Window menu, choose Control Bars.
2. In the Control Bars dialog box, scroll down the list until you see Button Palette.
3. Click the switch next to Button Palette.

{button ,KL(`control bars',0,`____No_Topics_Found',`')} **Related Topics**

Cascade (Window Menu)

Cascade shows all the open document views stacked on top of each other along a diagonal line.

Changing a line into a shape

A shape is a line where the end points touch. So changing a line into a shape just means either drawing a new segment between the start and end points or joining the start and end points together. You can use the Shape Editor Tool to do this. The mouse pointer changes to show a '+' to show you when the ends will join.

To change a line into a shape

1. If necessary select the line (see Selecting objects).
2. Choose the Shape Editor Tool.
3. Click on one end point handle to select it.
4. Press RETURN. This adds a new line segment between the two end points

Tips

You can also select one end point handle and click on the other end point handle. This adds a new line segment between the two end points.

You can also drag one end point handle over the other end point handle.

{button ,KL(`tools,shape editor tool;tools,pen tool;tools,freehand tool',0,`____No_Topics_Found',`')} Related Topics

Changing a polygon into an ellipse

You can easily change a polygon created by the QuickShape Tool into an ellipse.

To change a polygon into an ellipse

1. Select the polygon (see Selecting objects).
2. Select the QuickShape Tool
3. Double-click on the X in the center of the polygon.

{button ,KL(`tools,quickshape tool',0,`____No_Topics_Found',`')} Related Topics

Changing a rectangle into an ellipse

You can easily change a rectangle created by the QuickShape Tool or Rectangle Tool into an ellipse.

To change a rectangle into an ellipse

1. Select the polygon (see Selecting objects)
2. Select the QuickShape Tool
3. Double-click on the X in the center of the rectangle.

{button ,KL(`tools,quickshape tool',0,`____No_Topics_Found',`')} Related Topics

Changing a transparency bitmap

Bitmap transparency is one of the transparency options available in Xara Webster. At any time you can change to a different bitmap to control the transparency.

To change a transparency bitmap

1. Select the transparent object (see Selecting objects).
2. From the Utilities menu, choose Bitmap Gallery to open the Bitmap Gallery.
3. Select the new bitmap in the gallery (see Selecting items in a gallery).
4. Click the Transp button in the gallery.

Tips

- You can use fill bitmaps from the Fill Gallery.
- If the bitmap you want to use is not in the Bitmap Gallery, use Import on the File menu to import it.

{button ,KL(`bitmap transparency;bitmap gallery, bitmap gallery overview;fill gallery, overview',0,`____No_Topics_Found',`')}
Related Topics

Changing an ellipse into a polygon

You can easily change an ellipse created by the Ellipse Tool or QuickShape Tool into a polygon.

To change an ellipse into a polygon

1. Select the ellipse (see Selecting objects).
2. Select the QuickShape Tool.
3. Double-click on the X in the center of the ellipse.

{button ,KL(`tools,quickshape tool',0,`____No_Topics_Found',`')} Related Topics

Changing an object's fill color

You can easily change the color of the center of objects.

To change an object’s fill color

1. Select the object (see Selecting objects).
2. Click on a color on the Color Line (at the bottom of the window).

Tips

There are several other ways of changing the fill color which you may prefer to use :

- Drag-and-drop a color from the Color Line or the Color Gallery onto any object (selected or unselected).
- Select the object, select the color in the Color Gallery and click the Apply button in the gallery.
- Select the object, open the Color Editor and change the color. Note that this makes the object's color a local color.
- Select the object and double-click on the current fill color panel on the Color Line. If the object is filled with a local color, you can then change it. If the object is filled with a named color, you can edit the named color.
- To remove the fill color of an object (to make it hollow), apply 'No Color' (the hatched square on the Color Line) to the object.
- Colors from the Color Line or Color Gallery: any subsequent changes to these colors automatically changes the color of the object. See Changing named colors.
- If the object is inside another object (for example, as part of a group), hold down CTRL and drag-and-drop from the Color Line or Color Gallery. See Apply inside.

When you drag a color, the pointer shows what will happen if you drop it :

The color will be applied as a (flat) fill color.

The color will be applied as a line color.

The color will be used to set the current fill color attribute. See Setting the current attributes.

Web Link

Movie

Related Topics

Color Editor overview
Color Gallery overview
Color Line overview
Colors overview

Changing the outline color of objects

Changing an object's line color

This lets you change the color of any line including the line around objects. You can also use this to make a line invisible.

To change an object's line color

1. Select the object (see Selecting objects).
2. Right-click or SHIFT-click on a color on the Color Line.

Tips

There are several other ways of changing the line color which you may prefer to use:

- Drag-and-drop a color from the Color Line (or the Color Gallery) onto the edge of any object (selected or unselected).
- Select the object, select the color in the Color Gallery and then CTRL-click on the Apply button in the gallery.
- Select the object, open the Color Editor and select "Local Line Color" from the drop-down list. Note that this makes the object's line color a local color if it was not already.
- Select the object and double-click on the current line color on the swatch on the Color Line. If the object is outlined with a local color, you can then change it. If the object is outlined with a named color, you can edit the named color.
- To make the line invisible right-click or drag-and-drop 'No Color' (the hatched square on the Color Line).
- Colors from the Color Line or Color Gallery: any subsequent changes to these colors automatically changes the line color of the object. See Changing named colors.
- If the object is inside another object (for example, as part of a group), hold down CTRL and drag-and-drop from the Color Line or Color Gallery. See Apply inside.

When you drag a color, the pointer shows what will happen if you drop it :

The color will be applied as a line color.

The color will be applied as a (flat) fill color.

The color will be used to set the current fill color attribute. See Setting the current attributes.

Web Link

Movie

Related Topics

Color Editor overview
Color Gallery overview
Color Line overview
Colors overview

Changing an object's fill color

Changing bitmap fills

Bitmap fills are controlled using a pair of fill arrows joined at one end with three associated fill handles. The arrows point from the center of the bitmap to its top and right-hand edges and so control its position and the angles of the sides of the bitmap. The central fill handle controls the position of the bitmap. You can change the fill by moving the fill handles (to change the position, direction and stretching of the fill), applying different colors to the bitmap (to achieve a contone effect), altering the way the bitmap is tiled and changing the resolution (size) of the bitmap.

What do you want to do?

- Change the bitmap
- Move bitmap fill handles
- Change the colors of a bitmap fill
- Change the bitmap fill resolution
- Change the bitmap fill tiling
- Reduce the resolution of the bitmap in the fill

{button ,KL(`bitmap fills,applying',0,`____No_Topics_Found',`')} Related Topics

Changing bitmap palettes

You can create contone bitmaps by altering their palette. You can use any two colors so you can create, for example, sepia effects.

To change a bitmap palette:

1. Select the bitmap (see Selecting objects).
2. Click on the first color on the Color Line.
3. SHIFT-click on the second color on the Color Line.

Tips

- If you find the two colors are reversed (black is white and white is black), reapply them from the Color Line the other way around.
- You can also change the colors using drag-and-drop from the Color Line or Color Gallery onto the center and edge of a bitmap.
- You can also open the Color Editor and edit the line and fill colors of the bitmap directly.
- An easy way to create a grayscale image from a color one is to drag white from the Color Line and drop it onto a bitmap.

Web Link

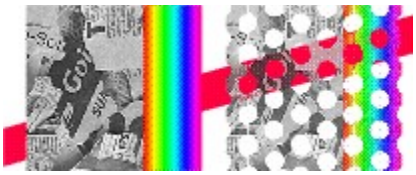
Changing bitmap palettes

Related Topics

Contoning
Color Gallery overview
Color Line overview
Colors overview

Bitmaps overview

Changing bitmap transparency



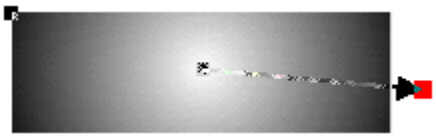
Bitmap transparency produces a pattern across the selected objects. You can alter the 'grain' of the bitmap to produce a smooth or 'lumpy' transparency texture. You can alter the angle, direction and degree of transparency.

What do you want to do?

- Change the bitmap
- Move bitmap transparency handles
- Change the transparency levels
- Change the bitmap transparency resolution
- Change the bitmap transparency tiling
- Change the transparency type

{button ,KL(`bitmap transparency,applying bitmap transparency',0,`____No_Topics_Found',`')} Related Topics

Changing circular fills



Circular fills are controlled using a single fill arrow with a fill handle on either end. Each end of the arrow has a color associated with it and the fill graduates from the color at the start handle (in the center) to the end handle on the radius. You can change the fill by moving the fill handles (to change the position and direction of the fill), applying different colors to each end or altering the fill effect (the way the color changes across the fill).

What do you want to do?

- Move fill handles
- Change the colors of a circular fill
- Change the fill effect

{button ,KL(`circular fills,applying',0,`____No_Topics_Found',`')} Related Topics

Changing circular transparency

A circular transparency applied to an object is a graduation of transparency from one level to another in a radial fashion. The single transparency arrow (pointing from the center of the circle outwards) used to control it has a handle on either end. The length of the arrow defines the radius of the transparency graduation and the transparencies at either end defined by the levels applied to the handles.

What do you want to do?

- Move transparency handles
- Change transparency type
- Change the transparency levels

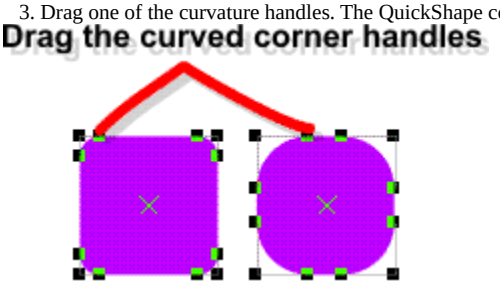
{button ,KL(`circular transparency,applying',0,`____No_Topics_Found',`')} Related Topics

Changing curved corners on a polygon

Polygons created using the QuickShape Tool can have either sharp or rounded corners.

To change the corner curvature of a polygon

1. Select the polygon (see Selecting objects).
2. Choose the QuickShape Tool.
3. Drag one of the curvature handles. The QuickShape corners become more or less curved as you drag the handle.



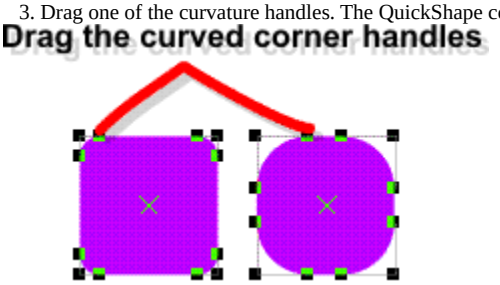
{button ,KL(`tools,quickshape tool;polygons',0,`____No_Topics_Found',`')} Related Topics

Changing curved corners on a rectangle

Rectangles created using the QuickShape Tool can have either sharp or rounded corners.

To change the corner curvature of a rectangle

1. Select the rectangle (see Selecting objects).
2. Choose the QuickShape Tool or the Rectangle Tool.
3. Drag one of the curvature handles. The QuickShape corners become more (or less) curved as you drag the handle.



{button ,KL(`tools,quickshape tool;rectangles',0,`____No_Topics_Found',`')} Related Topics

Changing curved lines and shapes

After drawing a line or shape with curved segments, you can change the angle and direction of the curve.

To change a curved line or shape

1. Select the line or shape (see Selecting objects).
2. Choose the Shape Editor Tool.
3. Click on a point handle.
4. Drag either of the two curve handles to reform the line segment.

or

1. Select the line or shape.
2. Choose the Shape Editor Tool.
3. Move the mouse pointer over the line. (The pointer changes to an arrow, see below).
4. Drag to reform the line segment.

Drag to reform the line.

Tips

You can use the Selector Tool to move point handles if you have enabled edit handles. See Enabling edit handles.

If the pop-up menu is opened with the pointer over a point handle, it can be used to edit lines and shapes without the need to choose the Shape Editor Tool. See Point Handle Pop-up Menu.

Web Link

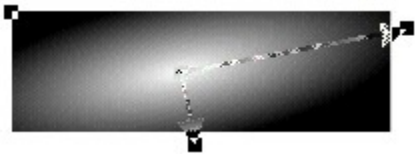
Movie

Related Topics

Point handles

Shape Editor Tool

Changing elliptical fills



Elliptical fills are controlled using a pair of fill arrows with fill handles on the ends and at the center. The center handle controls the position of the fill and one of the two colors. The outer two handles control the size of the fill and the other color. Elliptical fills are very similar to circular fills, except that the second fill arrow gives extra control over the shape of the fill. You can change the fill by moving the fill handles (to change the position and direction of the fill), applying different colors or altering the fill effect (the way the color changes across the fill).

What do you want to do?

- Move fill handles
- Change the colors of an elliptical fill
- Change the fill effect

{button ,KL(`elliptical fills,applying',0,`____No_Topics_Found',`')} Related Topics

Changing elliptical transparency

An elliptical transparency applied to an object is a graduation of transparency from one level to another in a radial fashion. The pair of transparency arrows used to control it have a handle on one end and one at their joining point. The length of the arrows defines the radii of the transparency graduation and the transparencies of the center and outer edge are defined by the levels applied to the handles.

What do you want to do?

- Move a transparency handle
- Change the transparency levels
- Change transparency type

{button ,KL(`elliptical transparency,applying',0,`____No_Topics_Found',`')} Related Topics

Changing fills

The Fill Tool and Selector Tool can be used to edit a fill which has been applied to an object. For information on fills, see the Fills Overview.

- Changing linear fills
- Changing circular fills
- Changing elliptical fills
- Changing bitmap fills
- Changing fractal cloud fills

Web Link

Using fills

Movies

{button ,KL(`fills,applying;tools,fill tool',0,`____No_Topics_Found',`')} **Related Topics**

Changing flat transparency

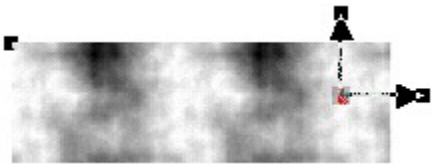
A flat transparency applied to an object give the same level of transparency over the whole object. You can change the transparency of the whole object or the type of transparency used.

What do you want to do?

- Change the transparency level
- Change the transparency type

{button ,KL(`flat transparency,applying',0,`____No_Topics_Found',`')} Related Topics

Changing fractal cloud fills



Fractal cloud fills are controlled using a pair of fill arrows joined at one end with three associated fill handles. The arrows point from the center of the fractal to its top and right-hand edges and so control its position and the angles of the sides of the fractal. The central fill handle controls the position of the center of the fractal. A fractal cloud fill repeats a square of fractal texture to fill an object - it is very similar to a bitmap fill. You can change the fill by moving the fill handles (to change the position, direction and stretching of the fractal cloud fill), applying different colors to the fractal, altering the way the fractal is tiled and changing the resolution (size) of the fractal clouds.

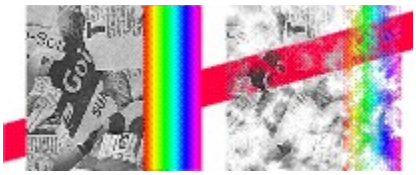
What do you want to do?

- Move fractal cloud fill handles
- Change the colors of a fractal cloud fill
- Change the fractal cloud fill resolution
- Change the fractal cloud fill tiling
- Change the fractal cloud fill effect
- Change the fractal cloud grain

_____

{button ,KL(`fractal fills,applying',0,`____No_Topics_Found',`')} Related Topics

Changing fractal cloud transparency



Fractal cloud transparency produces random, varying transparency levels across the selected objects. This is similar to a fractal cloud fill except that the fractal cloud values alter the level of transparency rather than the color. You can alter the 'grain' of the fractal clouds to produce a smooth or 'lumpy' transparency texture. You can alter the angle, direction and exact degree of transparency.

What do you want to do?

- Change the transparency type
- Change the transparency levels
- Move the transparency handles
- Change the fractal cloud grain
- Change the fractal cloud resolution
- Change the fractal cloud tiling

{button ,KL(`fractal transparency,applying',0,`____No_Topics_Found',`')} Related Topics

Changing line thicknesses

You can change the thickness of lines and outlines of shapes, text and QuickShapes. This changes the thickness of the entire line. You cannot change the thickness of just a part of a line.

To change the line thickness

1. Select the object (see Selecting objects).

2. Do one of the following :

- Select a thickness from the drop-down list on the control bars.
- Type a thickness into the field on the control bars (for example "2cm" or "0.1in") and press RETURN.

Tips

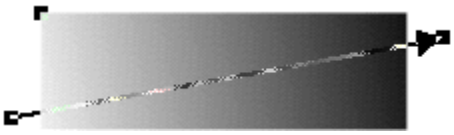
- If you want to make a line invisible, choose None from the line width drop-down list. This sets the outline color of the object to No Color (See Changing an object's line color.)
- If you want to change the line thickness for future objects, change the line width with no objects selected. See Setting the current attributes for more information.
- Changing the line thickness of a compound object (for example a group) changes the line thicknesses of all the objects in the compound object. To change the line thickness of one object inside a compound object, select the objects inside and choose the line thickness. See Selecting objects in objects.
- If you change the line thickness of a line or outline which is transparent, the transparency will be removed. and the line colored black so you can see it.

Web Link

Movie

{button ,KL(`line gallery overview',0,`____No_Topics_Found',`')} Related Topics

Changing linear fills



Linear fills graduate from one color to another. They are controlled using a single fill arrow with a fill handle on either end. Each handle has a color associated with it. You can change the fill by moving the fill handles (to change the position and direction of the fill), applying different colors to the handles or altering the fill effect (the way the color changes across the fill).

What do you want to do?

- Move fill handles
- Change the colors of a linear fill
- Change the fill effect

{button ,KL(`linear fills,applying',0,`____No_Topics_Found',`')} Related Topics

Changing linear transparency

A linear transparency applied to an object is a graduation of transparency from one level to another in a linear fashion. There is a single transparency arrow for control. Dragging the handles at the ends of this arrow changes the direction and start and finish of the transparency graduation. You can also change the transparency levels applied to each handle.

What do you want to do?

- Move the transparency handles
- Change the transparency levels
- Change the transparency type

{button ,KL(`linear transparency,applying',0,`____No_Topics_Found',`')} Related Topics

Changing named colors

You can edit named colors if required. All the objects that use that color automatically show any changes you make. Any shade colors, tint colors or linked colors based on the edited color also change.

To change a named color

1. From the Utilities Menu, choose Color Editor.
2. Choose the named color from the drop-down list in the Color Editor.
3. Alter the color using the Color Editor. You can alter the color value or its type. See Color Editor for details.

Tips

- You can also drag-and-drop the color from the Color Line or Color Gallery onto the Color Editor.
- You can also select the color in the Color Gallery then click the Edit button in the gallery or just double-click on the color. (See Color Gallery)
- Selecting an object and then editing the color shown in the Color Editor creates a local color. You must specifically choose a named color before you can edit it.
- You can also select the color from an object visible on screen. Select the object and drag the color from the swatch on the left of the Color Line onto the Color Editor.

Related Topics

Named colors
Color Editor overview
Color Line overview
Color Gallery overview

Creating shade colors

Changing shade colors

You can change a shade color to make it lighter or darker than its parent color. To change its basic color (its Hue) you must edit the parent color.

To change a shade color

1. From the Utilities menu choose Color Editor.
2. Drag-and drop the shade from the Color Line onto the Color Editor. (The Color Editor then shows the name of the shade.) You can only alter the Saturation and Value - the Hue is fixed by the parent color. All objects that use this shade automatically change as you change the color in the Color Editor. For more information, see Color Editor - Shade Colors.
3. When the color is correct close the Color Editor.

Tip

The parent color is shown in the Color Editor as a small white X.

When you are editing a shade you can display the parent color by right-clicking on the editor to open a menu and selecting 'Edit parent'. Editing the parent automatically changes **all** shades based on it.

{button ,KL(`shade colors;color editor overview',0,`____No_Topics_Found',`')} Related Topic

Changing text font

Once you have created a text object, you can change the font used by all of it or part of it. If you want to create a new text object using a particular font, just place the text cursor in the document and choose the font from the Text Tool Infobar.

To change text font

1. Select the text you want to change (see Selecting text).
2. Choose the Text Tool.
3. Select the font from the drop-down list on the Infobar.

Tips

- You can also choose the font from the Font Gallery. Double-click on a font in the gallery to apply it to the selected text.
- The symbol on the left of the font name in the font drop-down list shows whether the font is a TrueType font or an ATM font.

Web Link

Movie

The Font Gallery contains samples from the several hundred in the Xara Fonts collection. There's a wide choice of fonts, all at a budget price. And as you purchase only the fonts you actually need, Xara Fonts is a very economical way of increasing your font collection. For more information click the link below:

Xara Fonts pages

{button ,KL(`tools,text tool;font gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Changing the aspect ratio of text

Once you have created a text object, you can change the aspect ratio of all the characters in it or just some of them. If you want to create a new text object using a particular aspect ratio, just place the text cursor in the document and change the aspect ratio on the Text Tool Infobar.

To change the aspect ratio of text

1. Select the text you want to change (see Selecting text).
2. Choose the Text Tool.
3. Change the aspect ratio on the drop-down list on the Infobar.

Tips

An aspect ratio of 80% gives narrow (condensed) text whereas a ratio of 120% gives wide text. (Values below 80% and above 130% can make the text look distorted.)

You can also change the size of whole text objects using the Selector Tool. See Scaling objects.

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Changing the background

With Xara Webster you can create bitmaps that are anti-aliased to a background. This means the drawing blends seamlessly with the background and avoids any obvious border around the edge of the bitmap. To make this easier, you can give the Xara Webster background the same background as the final web page will have.

You can use either a flat color or a bitmap as the background. You can use any color in the Color Gallery (including those in other documents) for a background color or create a custom color. You can use any bitmap in the Fill or Bitmap Gallery as a background. Bitmaps are automatically tiled if necessary, exactly as they are in web browsers.

Using a color as a background

1. Open the Color Gallery.
2. Click on the color you want as your background. This selects the color.
3. Click the Background button.

Use a bitmap as the background

1. From the Utilities menu choose either Clipart Gallery or Fill Gallery.
2. Select the bitmap you want to use.
3. Click the Background button in the gallery.

Web Link

Bitmap backgrounds

Tips

You can also drag the color from the Color Gallery or a bitmap onto the background of the page whilst holding down the CTRL key.
Use the Color Editor to create a custom color. Create the color you want and then CTRL-drag the color patch in the Color Editor onto the background of the page.
Immediately after applying a background color you can use the Color Editor to modify it. You can do this until you use the Color Editor to edit another color.
To set the background back to white, right-click on the page and select Default Page Background.

Related Topics

Color Editor overview
Color Gallery overview

Bitmap Gallery overview

Changing the baseline shift of text

Once you have created a text object, you can change the vertical position (baseline) of any piece of text inside the text object. If you want to create a new text object using a specific baseline shift, just place the text cursor in the document and set the baseline shift on the Text Tool Infobar.

To change the baseline shift

1. Select the text you want to change (see Selecting text).
2. Choose the Text Tool.
3. Click the buttons on the Line Spacing control on the right hand side of the Text Tool Infobar.

Tips

- You can also set the line spacing by typing a value into the line spacing field and pressing RETURN.
- You can enter values using any unit, for example you can enter '4pt' or '2cm'. If you type a value with no units, it uses points.

Web Link

Movie

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Changing the bitmap in a bitmap fill

If an object already has a bitmap fill you can change the bitmap used. It is often easier to change the bitmap by reapplying the bitmap fill (see Applying bitmap fills).

To change the bitmap in a bitmap fill

1. Select the bitmap filled object (see Selecting objects).
2. Choose the Fill Tool.
3. Select a new bitmap from the drop-down list on the Fill Tool Infobar.

Tip

You can only choose from bitmaps already loaded in the Bitmap Gallery. That is, you must have previously imported or loaded the bitmap.

{button ,KL(`bitmaps,bitmaps overview;fills,fills overview;bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found',`')}
Related Topics

Changing the colors in bitmap fills

You can create a contone or duotone bitmap fill by applying colors to the fill handles.

To change the colors of a bitmap fill

1. Choose the Fill Tool.
2. Click on a fill handle to select it
3. Click on a color on the Color Line.

Tips

- In step 3, you can also apply the color from the Color Gallery. Select a color and click Apply.
- You can also drag-and-drop colors onto the fill handles.
- You must select a fill handle before applying color. Otherwise you create a flat fill.
- To return a bitmap fill to its original colors, drag the 'no color' patch off the Color Line onto each of the fill handles.
- If you have several objects selected, you can select all fill handles of a particular type (for example all center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

{button ,KL(`tools,fill tool;fills,fills overview;color line,overview;color gallery overview;bitmap fills,applying',0,`',`')} Related Topics

Changing the colors in circular fills

After creating a circular fill you can easily change the start and end colors.

To change the colors in a circular fill

Simply drag a color from the Color Line or the Color Gallery onto the filled object. When over the object, the shape of the mouse pointer shows whether the color will be applied to the center or outside of the fill circle:

Dropping the color will apply it to the outside (end handle) of the circular fill

Dropping the color will apply it to the center (start handle) of the circular fill

Tips

You can also apply colors direct to the fill handles. Click on a fill handle to select it and then do one of the following. Click on a color on the Color Line. Double click a color in the Color Gallery. Select a color in the Color Gallery and click Apply. Caution: if there are no fill handles selected, these methods create a flat fill.

If you have several objects selected, you can select all fill handles of a particular type (for example all center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

{button ,KL(`tools,fill tool;fills,fills overview;color line,overview;color gallery overview;circular fills,applying',0,`',`')} Related Topics

Changing the colors in elliptical fills

After creating a elliptical fill you can easily change the start and end colors.

To change the colors in a elliptical fill

Simply drag a color from the Color Line or the Color Gallery onto the filled object. When over the object, the shape of the mouse pointer shows whether the color will be applied to the center or outside of the fill ellipse:

Dropping the color will apply it to the outside (end handle) of the elliptical fill

Dropping the color will apply it to the center (start handle) of the elliptical fill

Tips

You can also apply colors direct to the fill handles. Click on a fill handle to select it and then do one of the following. Click on a color on the Color Line. Double click a color in the Color Gallery. Select a color in the Color Gallery and click Apply. Caution: if there are no fill handles selected, these methods create a flat fill.

If you have several objects selected, you can select all fill handles of a particular type (for example all the start handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

{button ,KL(`tools,fill tool;fills,fills overview;color line,overview;color gallery overview;elliptical fills,applying',0,`',`')} Related Topics

Changing the colors in fractal cloud fills

After creating a fractal cloud fill you can easily change the start and end colors.

To change the colors of a fractal cloud fill

1. Choose the Fill Tool.
2. Click on a fill handle to select it.
3. Click on a color on the Color Line.

Tips

- In step 3, you can also apply the color from the Color Gallery. Select a color and click Apply.
- You can also drag-and-drop colors onto the fill handles.
- You must select a fill handle before applying color. Otherwise you create a flat fill.
- If you have several objects selected, you can select all fill handles of a particular type (for example all center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

{button ,KL(`tools,fill tool;fills,fills overview;color line,overview;color gallery overview;fractal fills,applying',0,`',`')} Related Topics

Changing the colors in linear fills

After creating a linear fill you can easily change the start and end colors.

To change the colors in a linear fill

Simply drag a color from the Color Line or the Color Gallery onto the filled object. When over the object, the shape of the mouse pointer shows whether the color will be applied to the start or end of the fill:

Dropping the color will apply it to the start of the fill

Dropping the color will apply it to the end of the fill

Tips

You can also apply colors direct to the fill handles. Click on a fill handle to select it and then do one of the following. Click on a color on the Color Line. Double click a color in the Color Gallery. Select a color in the Color Gallery and click Apply. Caution: if there are no fill handles selected, these methods create a flat fill.

If you have several objects selected, you can select all fill handles of a particular type (for example all end handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

{button ,KL(`tools,fill tool;fills,fills overview;color line,overview;color gallery overview;linear fills,applying',0,`',`')} Related Topics

Changing the constrain angle

When you move, rotate and skew objects or move handles, you can use the CTRL key to constrain the angle of movement.

To change the constrain angle

1. From the Utilities Menu, choose Options (see Options).
2. Click the General tab.
3. In the Angle Constraint section, choose a value from the drop-down list.

Tip

If the value you want is not listed, type the value (in degrees) into the field and press RETURN.

Changing the duplication distance

Duplicate creates a copy of the selected objects which is offset from the original object. The horizontal and vertical offset can be changed.

To change the duplication distance

1. From the Utilities Menu, choose Options (see Options).
2. Click the General tab.
3. Enter the horizontal distance in the X field (positive values move it to the right).
4. Enter the vertical distance in the Y field (positive values move it up).

{button ,KL(`copying,objects',0,`____No_Topics_Found',`')} Related Topics

Changing the fill effect of a fill

With some fill types you can alter the way the colors change across the fill.

To change the fill effect of a fill

1. Select the filled object (see Selecting objects).

2. Choose the Fill Tool.

3. Select one of the following from the Fill Effect field on the Fill Tool Infobar :

"Fade": a simple transition between the two colors.
"Rainbow": a colorful transition along the shortest path around the Color Circle (see note).
"Alternate Rainbow": blends along the longest path around the Color Circle. Very colorful.

Tips

The Color Circle runs Red-Yellow-Green-Cyan-Blue-Magenta and back to Red. So a fill between Yellow and Cyan runs Yellow-Green-Cyan for Rainbow and Yellow-Red-Magenta-Blue-Cyan for Alternate Rainbow.

The three options give the same results where both colors are white, black or shades of gray. Rainbow is the same as Fade if one color is white, black or a shade of gray.

Web Link

Movie

{button ,KL(`fills,applying;fills,changing;tools,fill tool',0,`____No_Topics_Found',`')} Related Topics

Changing the grain of a fractal cloud fill

You can fill objects with fractal cloud fills to give them a random pattern. Changing the grain lets you make the fractal clouds appear smooth and flowing or grainy.

To change the grain of a fractal cloud fill

1. Select the fractal cloud filled object (see Selecting objects).
2. Choose the Fill Tool.
3. Click away from the fill handles to ensure none is selected.
4. Type a grain value into the Grain field on the Fill Tool Infobar (from 0 to 16,000).
5. Press RETURN.

Tips

- If there is a selected fill handle, the Grain field shows the color applied to the handle.
- Low values give a smooth, flowing pattern. High values give a grainy pattern.

{button ,KL(`tools, fill tool;fractal fills',0,`____No_Topics_Found',`')} Related Topics

Changing the grain of a fractal cloud transparency

You can fill objects with fractal cloud transparency to give the transparency a random pattern. Changing the grain lets you make the fractal clouds appear smooth and flowing or grainy.

To change the grain of a fractal cloud transparency

1. Select the transparent object (see Selecting objects).
2. Choose the Transparency Tool.
3. Click away from the transparency handles to ensure none is selected.
4. Drag the slider on the Transparency Tool Infobar.

Tips

If any of the transparency handles are selected, the slider controls the transparency level at the handle. You must deselect all the handles to change the grain.

Low values give a smooth, flowing pattern. High values give a grainy pattern.

{button ,KL(`tools,transparency tool;transparency,overview;fractal transparency',0,`____No_Topics_Found',`')} Related Topics

Changing the grid spacing

Grids consist of lines of major grid points spaced a specific distance apart. Between these major grid points are a number of subdivisions. For example, you might have a grid with a spacing of 1cm, but with subdivisions of 1mm. Major grid points are marked on the page as crosses whereas subdivisions are marked as small points.

To change the grid spacing

1. From the Utilities Menu, choose Options (see Options).
2. Click the Grid tab.
3. Enter the major spacing value.
4. Enter the number of subdivisions between the major grid points.

Tips

- You can type values into the Major Spacing Field using any units, e.g. '2cm', '4in'.
- If you zoom out from a document, some of the subdivisions will not be shown if they are very close together.
- If you do not see the grid, you need to turn it on. See Displaying the grid.
- If you are creating graphics for publishing on the World Wide Web, you can specify the grid spacing using pixels (pix). 10 or 20 pixels spacing gives good results.

{button ,KL(`grid',0,`____No_Topics_Found',`')} Related Topics

Changing the level in flat transparency

Flat transparency is the simplest type of transparency. The only control is over the transparency level.

To change the level in a flat transparency

1. Select the object (see Selecting objects).
2. Choose the Transparency Tool.
3. Move the Transparency Level Slider on the Transparency Tool Infobar.

{button ,KL(`tools,transparency tool;transparency,overview;flat transparency,applying;flat transparency,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the levels in bitmap transparency

You can use a bitmap to control the transparency levels of an object. After applying bitmap transparency, you can change the transparency levels.

To change the levels in a bitmap transparency

1. Select the object (see Selecting objects).
2. Choose the Transparency Tool.
3. Click on either the center transparency handle or one of the outer transparency handles to select it.
4. Move the Transparency Level Slider on the Transparency Tool Infobar.

Tips

- The outer handles control the transparency level for the white areas of the bitmap and the center handle controls the black areas.
- If none of the handles is selected, moving the slider applies a flat transparency to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

{button ,KL(`tools,transparency tool;transparency,overview;bitmap transparency,applying bitmap transparency;bitmap transparency,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the levels in circular transparency

After applying circular transparency you can change the transparency levels of the center and outside of the circle.

To change the levels in a circular transparency

1. Select the transparent object (see Selecting objects).
2. Choose the Transparency Tool.
3. Click on either the center or the outer transparency handle to select it.
4. Move the Transparency Level Slider on the Transparency Tool Infobar.

Tips

- The center handle sets the transparency at the center of the circle, the outer one sets the transparency at the edge.
- If neither handle is selected, moving the slider applies a flat transparency to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

{button ,KL(`tools,transparency tool;transparency,overview;circular transparency,applying;circular transparency,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the levels in elliptical transparency

After applying elliptical transparency you can change the transparency levels of the center and outside of the ellipse.

To change the levels in elliptical transparency

1. Select the transparent object (see Selecting objects).
2. Choose the Transparency Tool.
3. Click on either the center transparency handle or one of the outer transparency handles to select it.
4. Move the Transparency Level Slider on the Transparency Tool Infobar.

Tips

- The center handle sets the transparency at the center of the ellipse, the outer handles sets the transparency at the edge.
- If none of the handles is selected, moving the slider applies a flat transparency to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

{button ,KL(`tools,transparency tool;transparency,overview;elliptical transparency,applying;elliptical transparency,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the levels in fractal cloud transparency

You can fill objects with fractal cloud transparency to give the transparency a random pattern. After applying fractal cloud transparency, you can change the transparency levels.

To change the levels in a fractal cloud transparency

1. Select the object (see Selecting objects).
2. Choose the Transparency Tool.
3. Click on either the center transparency handle or one of the outer transparency handles to select it.
4. Move the Transparency Level Slider on the Transparency Tool Infobar.

Tips

- If none of the handles is selected, moving the slider applies a flat transparency to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

{button ,KL(`tools,transparency tool;transparency,overview;fractal transparency,applying;fractal transparency,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the levels in linear transparency

After applying linear transparency you can change the transparency levels of the start and end of the transparency.

To change the levels in a linear transparency

1. Select the transparent object (see Selecting objects).
2. Choose the Transparency Tool.
3. Click on a transparency handle to select it.
4. Move the Transparency Level Slider on the Transparency Tool Infobar.

Tips

- If neither handle is selected, moving the slider applies a flat transparency to the object.
- If you have several objects selected, you can select all fill handles of a particular type (for example all the center handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.

{button ,KL(`tools,transparency tool;transparency,overview;linear transparency,applying;linear transparency,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the nudge size

You can change the distance objects and handles move when you nudge them.

To change the nudge distance

1. From the Utilities Menu, choose Options (see Options).
2. Click the General tab.
3. Enter a nudge distance in the Nudge Size field.

Tip

You can enter the nudge distance using any units. e.g. '1mm' or '0.2cm'.

{button ,KL(`nudging',0,`____No_Topics_Found',`')} Related Topics

Changing the number of sides of a polygon

You can use the QuickShape Tool to easily create regular polygons. At any time you can change the number of sides.

To change the number of sides of a polygon

1. Select the polygon (see Selecting objects).
2. Choose the QuickShape Tool.
3. Choose the number of sides from the drop-down list on the Transparency Tool Infobar.

Tip

If the number of sides you want is not on the list, type a value into the field on the Infobar and press RETURN. Any value from 3 to 99 is valid.

{button ,KL(`tools,quickshape tool;polygons;quickshapes,overview',0,`____No_Topics_Found',``)} **Related Topics**

Changing the page size

You can produce drawings on virtually any size page.

To change the page size

1. From the Utilities menu, choose Options (see Options).
2. Click on the Page tab.
3. Enter the new page size in the Width and Height fields.

Changing the resolution of a bitmap fill

Changing the resolution lets you resize the bitmap used in a bitmap fill.

To change the resolution of a bitmap fill

Drag the outer fill handles. SHIFT-dragging preserve the aspect ratio of the bitmap. (See Moving bitmap fill handles.) Alternatively, if you want to set the resolution to a precise value you can use the Fill Tool Infobar :

1. Select the bitmap filled object (see Selecting objects).
2. Choose the Fill Tool.
3. Click away from the fill handles to ensure none is selected.
4. Enter a value in DPI into the Resolution field on the Infobar.
5. Press RETURN.

Tips

- If there is a selected fill handle, the Resolution field shows the name of the handle.
- At low resolutions (below 70 dpi) the individual pixels of the bitmap may be noticeable.

{button ,KL(`tools,fill tool;fills,fills overview;bitmap fills,applying;bitmap fills,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the resolution of a bitmap transparency

Changing the resolution lets you resize the bitmap used in a bitmap transparency.

To change the resolution of a bitmap transparency

Drag the outer transparency handles. SHIFT-dragging preserve the aspect ratio of the bitmap. (see Moving bitmap transparency handles.)
Alternatively, if you want to set the resolution to a precise value:

1. Select the bitmap filled object (see Selecting objects).
2. Choose the Transparency Tool.
3. Click away from the transparency handles to ensure none is selected.
4. Type the required resolution (in DPI) into the Resolution field on the Transparency Tool Infobar.
5. Press RETURN.

Tips

- If there is a selected fill handle, the Resolution field shows the name of the handle.
- At low resolutions (below 70 dpi) the individual pixels of the bitmap may be noticeable.

{button ,KL(`tools,transparency tool;transparency,overview;bitmap transparency,applying bitmap transparency;bitmap transparency,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the resolution of a fractal cloud fill

Changing the resolution lets you resize the fractal used in a fractal cloud fill.

To change the resolution of a fractal cloud fill

Drag the outer fill handles. SHIFT-dragging preserve the aspect ratio of the fractal. (See Moving fractal cloud fill handles.) Alternatively, if you want to set the resolution to a precise value:

1. Select the fractal cloud filled object (see Selecting objects).
2. Choose the Fill Tool.
3. Click away from the fill handles to ensure none is selected.
4. Enter a value in DPI into the Resolution field on the Fill Tool Infobar.
5. Press RETURN.

Tips

- If there is a selected fill handle, the Resolution field shows the name of the handle.
- At low resolutions (below 70 dpi) the individual pixels of the fractal may be noticeable.

{button ,KL(`tools,fill tool;fills,fills overview;fractal fills,applying;fractal fills,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the resolution of a fractal cloud transparency

Changing the resolution lets you resize the fractal used in a fractal cloud transparency.

To change the resolution of a fractal cloud transparency

Drag the outer transparency handles. SHIFT-dragging preserve the aspect ratio of the fractal. (see Moving transparency handles.) Alternatively, if you want to set the resolution to a precise value:

1. Select the fractal cloud filled object (see Selecting objects).
2. Choose the Transparency Tool.
3. Click away from the transparency handles to ensure none is selected.
4. Type the required resolution (in DPI) into the Resolution field on the Transparency Tool Infobar.
5. Press RETURN.

Tips

- If there is a selected fill handle, the Resolution field shows the name of the handle.
- At low resolutions (below 70 dpi) the individual pixels of the fractal may be noticeable.

{button ,KL(`tools,transparency tool;transparency,overview;fractal transparency,applying fractal transparency;bitmap transparency,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the screen quality of documents

You can change the way a document appears on screen by altering the screen quality setting. You can also change the dithering pattern.

OutlineOn this setting, no solid colors shown - only outlines even for bitmaps and objects with no outline color). If the Quality slider is moved to a fraction above outline bitmaps are shown in full.

SimpleOn this setting, graduated fills are shown in flat color, anti-aliasing is not used and lines are all shown one pixel wide.

NormalOn this setting all detail is shown, but anti-aliasing is not used.

Anti-aliased On this quality setting all edges are anti-aliased to reduce on-screen jaggies and graduated fills are shown with 256 steps.

To change the quality setting

Drag the quality slider on the control bars.

Tips

You can also change the Quality setting using the Quality submenu on the Window menu or by right-clicking on the document page to open the pop-up menu.

If you want to edit in outlines but see still bitmaps, drag the quality slider so it is a tiny amount to the right of the outline setting.

The Quality setting defines how bitmaps are exported as well as how they appear on the screen. See Creating bitmaps.

Web Link

Quality setting

Movies

Changing the selection with the Tab key

You can use the Tab key and the Home and End keys to select objects using the way the objects are stacked in the document.

To select the front object

Press Home

To select the back object

Press End

To select the object in front of the selected object

Press SHIFT-Tab

To select the object behind the selected object

Press Tab

Changing the size of text

Once you have created a text object, you can change the size of all the characters in it or just some of them. If you want to create a new text object using a particular font size, place the text cursor in the document and choose the font size from the Text Tool Infobar.

To change text size

1. Select the text you want to change (see Selecting text).
2. Choose the Text Tool.
3. Select the font size from the drop-down list on the Infobar.

Tips

- You can also change the size of whole text objects using the Selector Tool. See Scaling objects.
- You can type any value into the field on the Infobar using any of the units available, e.g. '1cm' or '100pt'. Remember to press RETURN after you have typed in the size.

Web Link

Movie

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Changing the spacing between lines of text

Once you have created a text object, you can change the spacing between the lines of text. If you want to create a new text object using a specific line spacing, just place the text cursor in the document and set the line spacing on the Text Tool Infobar. Line Spacing is displayed as a percentage of the character size. '100%' spaces the lines as closely as possible without lines coming into contact. "200%" is double-spaced text.

To change the line spacing of text

1. Select the text you want to change (see Selecting text).
2. Choose the Text Tool.
3. Click the buttons on the Line Spacing control on the right hand side of the Text Tool Infobar.

Tips

- If you only select part of a line, changing the line spacing will affect the whole line.
- You can also set the line spacing by typing a value into the line spacing field and pressing RETURN.
- You can enter a value as a percentage of the size of the largest character in the line or an absolute value using any unit, for example you can enter '4pt' or '2cm'.

Web Link

Movie

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Changing the tiling of bitmap fills

You can use any bitmap from the Fill Gallery or Bitmap Gallery as a bitmap fill and then change the tiling of the fill. The fill can use either a single copy or multiple copies (or tiles) of the bitmap.

To change the tiling of a bitmap fill

1. Select the bitmap filled object (see Selecting objects).
2. Choose the Fill Tool.
3. Select one of these from the Fill Tiling drop-down list on the Fill Tool Infobar :

- Single Tile. This fills the object with only one copy of the bitmap.
- Repeating Tile. This fills the object with a repeating copy of the bitmap.
- Repeat Inverted. This is identical to the Repeating Tile option, but inverts (reflects) alternating copies of the bitmap.

Tip

- If your bitmap doesn't quite tile correctly (you can see the joins) try the other Repeat option. Note that some bitmaps do not tile satisfactorily.

{button ,KL(`tools,fill tool;bitmap fills,applying;bitmap fills,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the tiling of bitmap transparency

You can use any bitmap from the Fill Gallery or Bitmap Gallery to control a bitmap transparency. You can then change the tiling of the transparency. The transparency can use either a single copy or multiple copies (or tiles) of the bitmap.

To change the tiling of a bitmap transparency

1. Select the bitmap filled object (see Selecting objects).
2. Choose the Transparency Tool.
3. Select one of these from the Transparency Tiling drop-down list on the Transparency Tool Infobar :

- Single Tile. This uses only one copy of the bitmap.
- Repeating Tile. This uses repeating copies of the bitmap.
- Repeat Inverted. This is identical to the Repeating Tile option, but inverts (reflects) alternating copies of the bitmap.

Tip

- If your bitmap doesn't quite tile correctly (you can see the joins) try the other Repeat option. Note that some bitmaps do not tile satisfactorily.

{button ,KL(`tools, transparency tool;bitmap transparency,applying bitmap transparency;bitmap transparency,changing',0,`____No_Topics_Found',`')} Related Topics

Changing the tiling of fractal cloud fills

You can fill objects with fractal cloud fills to give them a random pattern. The object can contain a single or multiple copies (or 'tiles') of the fractal. you can easily change this tiling.

To change the tiling of a fractal cloud fill

1. Select the fractal cloud filled object (see Selecting objects).

2. Choose the Fill Tool.

3. Select one of these from the Fill Tiling drop-down list on the Fill Tool Infobar :

- Single Tile. This fills the object with only one copy of the fractal.
- Repeating Tile. This fills the object with a repeating copy of the fractal.
- Repeat Inverted. This is identical to the Repeating Tile option, but inverts (reflects) alternating copies of the fractal.

Tip

- Each option gives different results. Choose the option that gives the effect you are looking for.

{button ,KL(`fills,fills overview;tools,fill tool;fractal fills',0,`____No_Topics_Found',`')} Related Topics

Changing the tiling of fractal cloud transparency

You can use a fractal to control a fractal cloud transparency and give a random pattern. The transparency can use either a single or multiple copies (or 'tiles') of the fractal. you can easily change this tiling.

To change the tiling of a fractal cloud transparency

1. Select the fractal cloud filled object (see Selecting objects).

2. Choose the Transparency Tool.

3. Select one of these from the Transparency Tiling drop-down list on the Transparency Tool Infobar :

- Single Tile. This fills the object with only one copy of the fractal.
- Repeating Tile. This fills the object with a repeating copy of the fractal.
- Repeat Inverted. This is identical to the Repeating Tile option, but inverts (reflects) alternating copies of the fractal.

Tip

- Each option gives different results. Choose the option that gives the effect you are looking for.

{button ,KL(`tools,transparency tool;transparency,overview;fractal transparency',0,`____No_Topics_Found',`')} Related Topics

Changing the tracking of text

Once you have created a text object, you can change the horizontal spacing between characters (letters). If you want to create a new text object using a specific tracking value just place the text cursor in the document and set the tracking on the Text Tool Infobar. Tracking is measured in thousandths of em's.

To change the tracking of text

1. Select the text you want to change (see Selecting text).
2. Choose the Text Tool.
3. Click the buttons on the Tracking control on the right hand side of the Text Tool Infobar.

Tip

You can also set the tracking by typing a value into the tracking field and pressing RETURN.

Web Link

Movie

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Changing the type of fill

When you create a shape it is automatically filled with the default fill type. This is usually a flat fill. You can change the fill type at any time.

To change the type of fill

1. Select the filled object (see Selecting objects).
2. Choose the Fill Tool.
3. Select the new fill type from the drop-down list on the Fill Tool Infobar.

Tip

You often need to adjust the more complex fill types slightly. For more information see Changing fills.

{button ,KL(`tools,fill tool;fills,applying',0,`____No_Topics_Found',`')} Related Topics

Changing the way galleries look

You can change the way in which information is displayed in most of the galleries.

To change the way galleries look

1. Open the gallery from the Utilities menu.
2. Click the Options button on the gallery.
3. Choose Icon Size to open the Gallery Properties dialog box.
4. Choose the required display format from the drop-down list in the gallery. The options available depend on the gallery.

{button ,KL(`galleries',0,`____No_Topics_Found',`')} Related Topics

Changing transparency

You can use the Transparency Tool and Selector Tool to change an object's transparency. For information about transparency, see the Transparency Overview.

- Changing flat transparency
- Changing linear transparency
- Changing circular transparency
- Changing elliptical transparency
- Changing bitmap transparency
- Changing fractal cloud transparency
- Removing transparency

Web Link

Using transparency

Movies

Changing transparency shape

Applying transparency to an object initially uses the default transparency shape. This is usually a flat transparency. You can change the transparency shape at any time.

To change transparency shape

1. Select the transparent object (see Selecting objects).
2. Choose the Transparency Tool.
3. Choose a new shape from the drop-down list on the Transparency Tool Infobar.

Tip

You often need to adjust the more complex transparency shapes slightly. For more information see Changing transparency.

{button ,KL(`tools,transparency tool;transparency, overview;',0,`____No_Topics_Found',`')} Related Topics

Changing transparency type

Xara Webster has three basic types of transparency: Mix, Stained Glass and Bleach. You can change between these types at any time.

How to change transparency type

1. Select the transparent object (see Selecting objects).
2. Choose the Transparency Tool.
3. Choose Mix, Stained Glass or Bleach from the drop-down list on the Transparency Tool Infobar.

Tip

See Changing transparency for information on changing other features of transparency.

{button ,KL(`tools,transparency tool;transparency, overview;',0,`____No_Topics_Found',`')} Related Topics

Clear Selection (Edit Menu) ESC (Escape)

Clear Selection deselects all selected objects. This can be useful to :

- See the document without any handles visible.
- Reset the transformation center.
- Quickly clear the selected points on a line or shape so a new line or shape can be started.

For more details, see Deselecting all objects.

Clipart Gallery (Utilities Menu) SHIFT+F10

The Clipart Gallery item on the Utilities menu and the Clipart Gallery button on the control bars open the Clipart Gallery if it is closed and close it if it is open. The button remains pressed in if the gallery is open. For details of the Clipart Gallery, see the Clipart Gallery Overview.

Clipart Gallery - Disc Clipart Button

Disc clipart···

The Disc Clipart button in the Clipart Gallery opens a dialog box which you can use to choose a folder to add to the gallery or update an existing folder. This would usually be used to open the clipart folder on the Xara Webster CD, though any directory containing clipart can be added to the gallery. See Adding clipart to the clipart gallery for more details.

{button ,KL(`documents,adding titles descriptions and keywords to documents;clipart,clipart gallery overview',0,`____No_Topics_Found',`')}

Related Topics

Clipart Gallery - Empty web clipart cache

When you download files from the Internet with the galleries, the files are kept in a 'cache'. If you later use a file you have previously downloaded it is taken from the cache rather than being downloaded again. If you want to free up some disc space, you can empty the cache for the Clipart Gallery using this option.

Clipart Gallery - Get Clipart Button

Click this button to download clipart from the Internet. Click it every so often to download any new clipart that has been added.

Web Link

Downloading items

Clipart Gallery - Import Button

The Import button in the Clipart Gallery imports the selected image into the selected document. You can also import a clipart file by dragging it from the Clipart Gallery and dropping it on a document.

_____

{button ,KL(`clipart,clipart gallery overview',0,`____No_Topics_Found',`')} **Related Topics**

Clipart Gallery - Open Button

The Open button in the Clipart Gallery opens a new document and imports the selected picture into it. You can also open a clipart file by double-clicking on it in the gallery (CTRL-double-click to close the gallery afterwards).

_____

{button ,KL(`clipart,clipart gallery overview',0,`____No_Topics_Found',`')} **Related Topics**

Clipart Gallery - Options Button

Options...

Clicking the Options button in the Clipart Gallery opens a menu containing the following options :

Disc Clipart	Add a clipart folder to the Clipart Gallery.
Empty web clipart cache	Empties the cache of downloaded clipart
Find	Search the Clipart Gallery.
Sort	Sort the Clipart Gallery.
Icon Size	Set the size of the thumbnails in the Clipart Gallery.

{button ,KL(`clipart,clipart gallery overview',0,`____No_Topics_Found',`')} **Related Topics**

Clipart Gallery - Pop-up Menu

Right-clicking on the Clipart Gallery opens a pop-up menu which contains the following options :

Open	Identical to the Open button.
Import	Identical to the Import button.
Remove Section	Identical to the Remove button.
(Un)Fold Section	Folds up or unfolds the current section.
Previous Section	Moves to the start of the previous section.
Next Section	Moves to the start of the next section.

Note
When you right-click in the gallery to open the pop-up menu the picture under the mouse pointer will be selected, so using the pop-up menu is a quick way to select a picture and operate on it in one go.

{button ,KL(`clipart,clipart gallery overview',0,`____No_Topics_Found',`')} **Related Topics**

Clipart Gallery - Remove Button

Remove

The Remove button in the Clipart Gallery removes the selected sections from the Clipart Gallery. You will be asked to confirm the operation. You can add the sections again using the Disc Clipart button. See Adding clipart to the clipart gallery.

_____

{button ,KL(`clipart,clipart gallery overview',0,`____No_Topics_Found',`')} **Related Topics**

Clipart Gallery - Stop Loading Button

If Xara Webster is downloading thumbnails from the Internet it can take some time. If you want to stop it downloading and carry on later, click this button.

Clipart Gallery Overview

SHIFT+F10

The Clipart Gallery lets you easily incorporate clipart from a folder into your document. The folder is usually on the Xara Webster CD but you can change to a different drive if necessary. You can also add your own clipart to the gallery if you wish.

Open	Open	Open a new file.
Import	Import	Import a file into the document
Get clipart···	Get Clipart	Downloads more clipart from the Internet.
Options···	Options	Clipart Gallery Options
Remove	Remove	Remove the selected sections from the gallery.
Disc clipart···	Disc Clipart	Add a folder of clipart to the gallery from a disc or CD.
Stop loading	Stop Loading	Stops downloading clipart from the Internet.

Many operations using the Clipart Gallery are made easier by the Clipart Gallery pop-up menu.

Display Options

- Large Icons
- Full Information
- Small Icons

Web Link

Downloading items
Changing the color of clipart (1)
Changing the color of clipart (2)
Creating variable width scrolls
Creating a button bitmap
Annotating clipart scrolls
Using CorelXARA to create clipart

{button ,KL(`clipart;galleries,overview;galleries, selecting items',0,`____No_Topics_Found',`')} **Related Topics**

Clone (Edit Menu) CTRL+K

Clone creates a copy of the selection. and places it in the document in the same place as the original. Unlike Duplicate, no offset is used. For more details, see Copying objects.

Tip

You can remember the key shortcut by thinking of Clone as 'Klone'!

Web Link

Movie

Close (File Menu)

Close on the File menu closes the selected document and all views onto it. If you attempt to close a document which has been altered but not saved Xara Webster will ask whether the document should be saved or not before closing it.

If you have multiple views open for a single document, one of the views can be closed using Close on the document control menu. Alternatively, double click on the application control button (the top-left corner of the document window).

If you are editing a drawing which is embedded in a document in another program, this menu item will read "Close and Update DocumentX" where DocumentX is the document you are editing in the other program. Selecting this item will close the document and return you to the other program.

Closing a gallery

Click on the icon in the top right-hand corner of the gallery.

Alternatively, when a gallery is open, its button on the control bars is pressed in - clicking the button closes the gallery.

{button ,KL(`galleries',0,`____No_Topics_Found',`')} Related Topics

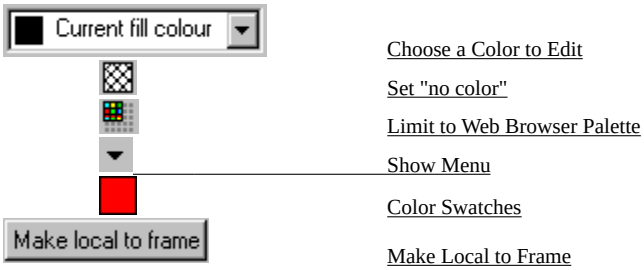
Color Editor (Utilities Menu) CTRL+E

The Color Editor is used to edit the color of objects (local colors) and to create and change named colors. It allows you to edit colors using a range of color models and even allows you to create colors which are linked to other colors (their 'parent' color) so that when the parent color changes, all connected colors will also change. For information about colors in Xara Webster, see the Colors Overview.

You can open the Color Editor by :

- Selecting Color Editor from the Utilities menu or the selection pop-up menu.
- Clicking the Edit Color button on the Color Line to edit the current fill color (SHIFT-click for line color)..
- Selecting the Edit button in the Color Gallery.
- Drag-and-drop a color from the Color Line or Color Gallery onto the Edit Color button on the Color Line.

What Makes Up the Color Editor?



Color Types
With Xara Webster, the Color Editor works slightly differently depending on what sort of color you are editing :

- Editing Normal Colors
- Editing Shade Colors
- Editing Linked Colors
- Editing Tint Colors

Related Topics
Color Line overview
Color Gallery overview
Coloring objects
Importing colors

Named Colors

Color Editor - Choose a Color to Edit

The drop-down list shows the color being edited. If the color is a local color, the name field shows either Local Fill Color or Local Line Color (or Current Fill Color or Current Line Color if no objects are selected).

You can choose the color to be edited by :

- Choosing from the drop-down list. The first two items let you edit the current fill and line colors.
- Selecting an object (or objects) to edit their local color. See Selecting objects.
- Drag-and-drop a color from the Color Line or Color Gallery onto the Editor.

If an object with a named color applied is selected and the Color Editor opened, making changes in the Editor will result in the object's color becoming a local color. The changes will not affect the named color originally used. For more information, see Coloring objects.

Color Editor - Color Model

When the Editor is opened, it will display a color model. The model used can be either the model used when the color was created or the current model. This setting is defined by the Automatic Color Model Selection option in the View Options. You can alter the Color Model using the Color Editor Menu. The color models available allow :

Editing colors in RGB

Editing colors in HSV

Color Editor - Color Swatches

In the top-right corner of the color editing area are two color swatches. One shows the edited color and the other shows the color as it was before you changed it. Either of the swatches can be drag-and-dropped onto objects to apply them as local colors. When you first open the Editor, both swatches are the same color.

Color Editor - Color Type

This drop-down list sets whether the named color is a normal color, a shade color, a tint color or a linked color. For more details on editing a color type, click on the type :

Color Editor - Normal Colors
Color Editor - Shade Colors
Color Editor - Tint Colors

Color Editor - Linked Colors

Color Editor - Component Values

These fields define the values for the components of the color. The components shown depend on the color model in use. Note that when linked colors, tints and shades are being edited, some of these fields are dimmed and cannot be altered directly.

Color Editor - Limit to Web Browser Palette

When you create images for the web, many people will look at them using a 256 color screen mode. In this mode web browsers use dithering to try and simulate more colors on the screen. This can mean you get a dotted pattern effect as the browser tries to create the exact color you have chosen. However, the browser palette contains 216 colors you can use which are guaranteed not to be dithered by Netscape Navigator and Microsoft Internet Explorer and so appear perfectly smooth on the screen. To use one of these colors, choose the color you want in the Color Editor as normal and then click this button. The color will change to the nearest of the 216 smooth colors. All 216 colors are also in the Color Gallery so you can drag and drop them straight onto your objects.

If you use transparency or import clipart that uses graduated fills or other more complex objects that generate new colors when they are shown on the screen, colors may be dithered.

Color Editor - Linked Colors

Xara Webster supports the editing of linked colors in exactly the same way as for normal colors (See Color Editor - Normal Colors) except those components which have been inherited from the parent color cannot be altered. Any changes to the parent color will be reflected in the inherited components of its linked children. The marker defining the color is constrained according to the inheritance - see in the diagram above how the marker is constrained to only moving in the vertical (Value) axis and the Hue marker is fixed in place due to the inheritance from the parent of Hue and Saturation.

_____

{button ,KL(`color editor overview',0,`____No_Topics_Found',`')} **Related Topics**

Color Editor - Make Local to Frame

When you click this button, a new named color is created, identical to the one you have selected. This new color is then applied to all objects in the current frame that use the selected named color. This means that with one click, you can localize a color to the frame. Edits to the original color would subsequently only affect objects on that frame.

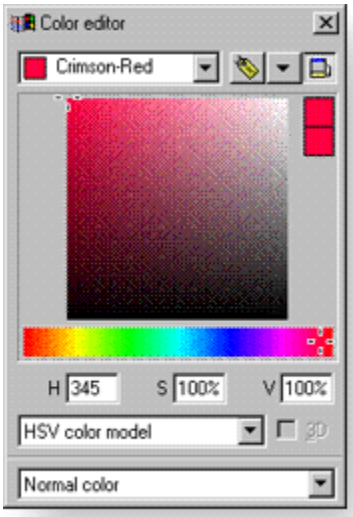
This feature is useful when you want to change the color of an object between frames when that object uses a named color. Normally you would change the named color, move to the other frame and change it and the original frame would change too.

This button is only available if the Color Editor is editing a named color, and that color is used in the current frame, and the named color is used in another frame.

Color Editor - New Named Color

Clicking this item opens the New Named Color dialog box. The new color is applied to the selected objects, so if you just wish to create a new color and not use it, make sure there are no objects selected. For more details on creating named colors, see Creating named colors.

Color Editor - Normal Colors



Xara Webster supports the editing of normal colors in all four color models :

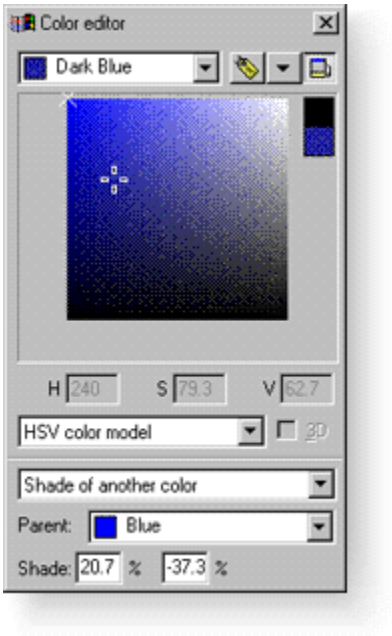
Editing colors in RGB
Editing colors in HSV

{button ,KL(`color editor overview',0,`____No_Topics_Found',`')} **Related Topics**

Color Editor - Set "no color"

With this button you can set the color of an object or its outline to 'no color' so it disappears. Click it just like you would select a color in the Color Editor normally.

Color Editor - Shade Colors



Shade colors are not edited using one of the four normal color models, but using a display showing all the shades available from the chosen parent color. Drag the marker to set the new shade. The parent color is marked in the display as a small cross (shown above in the top-left corner). When the parent color is altered, the change is reflected in all shades created using it.

The two fields shown at the bottom of the Color Editor when editing a shade color allow you to set the exact position of the shade. When the shade is no different from its parent, the values shown are 0.0 and 0.0. Moving the shade to the left or bottom edges of the editing area moves one of the values towards -100% and moving the shade to the top or right edges gives 100%. The first field controls the X (relative saturation) direction, while the other controls the Y (relative lightness/darkness) direction.

Note
A color model can be selected, but the only change will be the display of the color components.

_____

{button ,KL(`color editor overview;shade colors',0,`____No_Topics_Found',`')} **Related Topics**

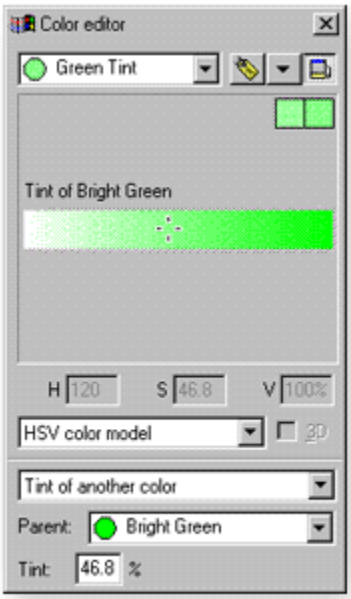
Color Editor - Shades

The definition of a shade sets how much lighter/darker the shade is than the parent and so is edited differently from the normal color models, see Editing Shade Colors.

Color Editor - Show Menu Button

Clicking this button opens the Color Editor Menu. You can also open the menu by right-clicking on the Color Editor.

Color Editor - Tint Colors



Tint colors are not edited using a graphical color model display as you only need to set the percentage of the tint. The display shows the full range of tints available, simply move the marker to select the required color. Any change to the parent color will be reflected in the tint. For example if a pink tint is created with Red as a parent and the Red then altered to Orange, the tint would become a light orange.

A color model can be selected, but the only change will be the display of the color components.

{button ,KL(`color editor overview',0,`____No_Topics_Found',`')} **Related Topics**

Color Editor Menu

The Color Editor menu, opened using the Menu button in the Color Editor or right-clicking on it, contains the following options :

New	Create a new named color
Rename	Opens the Rename Color dialog box.
Edit Parent	Selects the parent (if any) of the current color so it can be edited.
HSV	Selects the HSV color model.
RGB	Selects the RGB color model.
Help	Opens the Xara Webster documentation on the Color Editor.

{button ,KL(`color editor overview',0,`____No_Topics_Found',`')} **Related Topics**

Color Gallery (Utilities Menu) F9

The Color Gallery item on the Utilities menu and the Color Gallery button on the control bars open the Color Gallery if it is closed and close it if it is open. The button remains pressed in if the gallery is open. For details, see Color Gallery Overview.

Color Gallery - Apply Button

The Apply button in the Color Gallery applies the named color selected in the gallery as a flat fill color to the selection. See Coloring objects.

{button ,KL(`color gallery overview',0,`____No_Topics_Found',`')} **Related Topics**

Color Gallery - Background Button

Background

To set the page background to a color, click on the color and click this button. For more details see Changing the background.

{button ,KL(`color gallery overview',0,`____No_Topics_Found',`')} **Related Topics**

Color Gallery - Delete Button

The Delete button in the Color Gallery deletes all the named colors currently selected in the gallery. If any of the selected colors are currently in use a warning will appear giving you the option to delete the entire set of selected colors, just delete the colors which are not being used or cancel the operation.
If you delete any colors which are in use in your document, any objects using those colors will not change in appearance, but the colors applied to them will become local colors.
Alternatively, you can right-click on the color in the gallery to open the pop-up menu and choose Delete which you may find easier.

{button ,KL(`color gallery overview',0,`____No_Topics_Found',`')} **Related Topics**

Color Gallery - Edit Button

The Edit button in the Color Gallery opens the Color Editor allowing you to change the named color which is currently selected in the gallery. Alternatively, you can right-click on the color in the gallery to open the pop-up menu and choose Edit or just double-click on the color.

_____

{button ,KL(`color gallery overview;color editor overview;named colors',0,`____No_Topics_Found',`')} **Related Topics**

Color Gallery - Name Button

Name...

The Name button in the Color Gallery opens the Rename Color dialog box which allows you to change the name of the named color selected in the gallery. Alternatively, you can right-click on the color in the gallery to open the pop-up menu and choose Rename.

_____

{button ,KL(`color gallery overview',0,`____No_Topics_Found',`')} **Related Topics**

Color Gallery - New Button

The New button in the Color Gallery opens the New Named Color dialog box into which the name of a new named color can be entered.
Selecting the Create button in this dialog box will then create a new color with the name you give.
If a named color is selected when the New button is pressed, the new named color will be a copy of the selected named color.
Alternatively, you can right-click on the gallery to open the pop-up menu and choose New.

_____

{button ,KL(`color gallery overview',0,`____No_Topics_Found',`')} **Related Topics**

Color Gallery - Options Button

Options...

The Options button in the Color Gallery opens a menu containing the following options :

	Find	Search the Color Gallery
	Sort	Sort the Color Gallery
	Icon Size	Alter the way the colors are displayed in the Color Gallery.

{button ,KL(`color gallery overview',0,`____No_Topics_Found',`')} Related Topics

Color Gallery - Pop-up Menu

Right-clicking on the Color Gallery opens the pop-up menu which contains the following options :

New	Creates a new named color.
Edit	Opens the Color Editor.
Delete	Delete the selected colors.
Redefine	Redefine the select named color.
Rename	Renames the selected color.
(Un)Fold Section	Folds up or unfolds the current section.
Previous Section	Moves to the start of the previous section.
Next Section	Moves to the start of the next section.
Show in Color Line	Displays (or hides) all the colors in this section on the Color Line.
Set Page Background	Sets the page background using the selected color.

Note

When you right-click on a color the color is selected and the pop-up menu opens, so this is a quick and easy way to select a color and operate on it.

Color Gallery - Redefine Button

Redefine

When the Redefine button in the Color Gallery is clicked, the definition of the named color selected in the gallery is set to that of the fill color of the currently selected object. This provides an easy way of redefining an existing named color to look like a color used in your document. Alternatively, you can right-click on the color in the gallery to open the pop-up menu and choose Redefine.

{button ,KL(`color gallery overview',0,`____No_Topics_Found',`')} **Related Topics**

Color Gallery Overview

F9

The Color Gallery gives you full control over all the named colors in all the documents currently loaded. Local colors only exist on individual objects and are not shown in the Color Gallery. For information about colors in Xara Webster, see the Colors Overview.

The Color Line displays the named colors in a document in the same order as the Color Gallery, so moving colors in the gallery also moves them on the Color Line. The named colors on both can also be reordered either manually or using a specific sort - see Reordering items in a gallery. The list of named colors can also be searched (see Searching a gallery).

When a named color is not currently used in a document, it has 'Not in use' shown next to it if the Full Information display option (see Changing the way galleries look) has been chosen. In the same way, shade colors have "Shade of XX" written next to them where XX is the name of the parent color.

	Apply		Applying a named color to objects
New···		New	Creating a new named color
Delete		Delete	Deleting a named color
Options···		Options	Color Gallery options
Redefine		Redefine	Redefine a named color from an object
Edit		Edit	Change a named color
Name···		Name	Change the name of a color
	Background		Change the page background color

Web Browser Colors

In the Color Gallery is a library of 216 colors designed for use on the World Wide Web - the browser palette. You can't change the colors in this section. To use them, just drag them into the gallery section for your document or apply them to objects in your document. If you just use the Web Browser colors, your images will not be dithered when they are displayed on the screen by a web browser and so the images will appear very sharp. If you overlay transparent objects, you are creating new colors, so the image may be dithered.
If you have colored an object using the Color Editor, you can set its color to the nearest web browser color by selecting the object and clicking the Limit to Web Browser Palette button in the Color Editor.
For details on adding your own color libraries to the Color Gallery, see Importing colors and palettes.

Color Gallery Menu

You can right-click on the Color Gallery to open a pop-up menu.

Display Options

- Full information (color swatch, name and 'Not in use')
- Name (color swatch and name only)
- Icons only (color swatch only)

Related Topics

Color Line overview
Color Editor overview
Coloring objects
Importing colors

Named Colors

Color Line Overview

The Color Line shows which of the named colors (if any) have been applied to the selected object(s). It also provides a quick way of applying named colors and of opening the Color Editor. Note that if the selection uses local colors no markers are displayed on the Color Line. For information about colors in Xara Webster, see the Colors Overview.

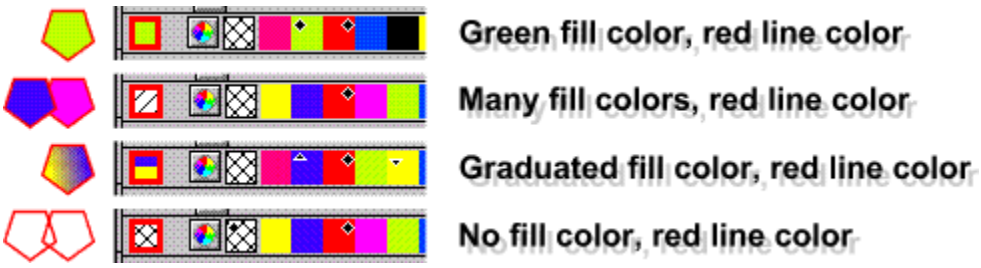
The Colors in Use
You can apply the colors by dragging and dropping them from the Color Line. The fill and line colors are marked (see illustration for Current line and fill color):

- Diamond markers show the named colors used by the selected objects. A diamond in the top-right corner of a color square indicates the fill color. A diamond in the top-left corners indicates the line color.
- Cross-shaped markers show the current color attributes if there are no objects selected. Line color on the left, fill color on the right.
- Triangular markers show the colors of a fill if you have applied one.

Current fill and line colors
The outer part of the color swatch on the left-hand end of the Color Line shows the line color and the center shows the fill color. These are:
- The colors of any selected objects,
- Otherwise the current color attributes.

Web Browser Colors
On the Color Line is a library of 216 colors designed for use on the World Wide Web - the browser palette. You can't change these colors. To use them, just drag them onto objects in your document. If you just use the Web Browser colors, your images will not be dithered when they are displayed on the screen by a web browser and so the images will appear very sharp. If you overlay transparent objects, you are creating new colors, so the image may be dithered.
If you have colored an object using the Color Editor, you can set its color to the nearest web browser color by selecting the object and clicking the Limit to Web Browser Palette button in the Color Editor.

Examples



- Two way hatching indicates no color (bottom example).
- One way hatching indicates multiple different colors (second example).
- For a graduated fill, the center shows the two colors used in the fill (third example).
- You can drag and drop colors from the swatch to apply them to objects in the drawing.

Edit Color Button

Clicking on this button opens the Color Editor. The Editor shows the current **fill** color. (Shown in the color swatch.) SHIFT-clicking also opens the Color Editor but showing the current **line** color.

No Color

Clicking this applies a 'no color fill'. SHIFT-clicking (or right-clicking) applies 'no color' to a line. Note that this is **not** the same as 100% transparent. 'No color' and transparency are different. A shape with transparency applied remains a solid shape whereas a shape filled with 'no color' is effectively hollow.

Web Link

Movie

Related Topics

Color Editor overview
Color Gallery overview
Coloring objects
Importing colors

Named Colors

Coloring objects

When you want to color an object, you have two choices. You can use colors so they each only apply to individual objects (local colors) or you can use named colors so when the named color is changed, all objects using the color reflect the change. Local colors are changed using the Color Editor, named colors are applied using the Color Line (or the Color Gallery).

What do you want to do?

Change an object's fill color
Change an object's line color

Web Link

Movie

Related Topics
Colors overview
Color Line overview
Color Gallery overview
Color Editor overview
Named Colors
Copying colors between objects

Colors Overview

Xara Webster provides a comprehensive color system so you can alter the colors of objects directly or create your own colors, with names, which you can apply to multiple objects. You can also create connected colors. Connected colors are based on other colors so when the base color changes, the connected color also changes. It is very easy to create a drawing containing many shades of a color and with one alteration, change the color of the whole picture. The named colors in a document are displayed on the Color Line and also in the Color Gallery. You can apply colors using either and with the Color Gallery you can easily create, delete and change colors.

The following types of color are available (click for more information) :

- Normal Colors
- Shade Colors
- Tint Colors
- Linked Colors

Web Link

Movie

Related Topics

Color Line overview
Color Gallery overview
Color Editor overview
Coloring objects
Named Colors

Shade colors

Combine Shapes (Arrange Menu)

The Combine Shapes submenu contains four options for 'combining' objects to produce new shapes. They are :

- Add Shapes
- Subtract Shapes
- Intersect Shapes
- Slice Shapes

The Combine Shapes operations are also available from the pop-up menu - just right-click on the select objects.

Note

The Combine Shapes operations function equally well with objects other than shapes. Bitmaps are automatically converted to simple shapes filled with the original bitmap.

Web Link

Combine Shapes

Movies

Control Bars (Window Menu)

You can use the Control Bars dialog box to customize the control bars. You can also use it to set the size of the buttons on docked and floating control bars and the button size used for galleries. For more details, see Setting the size of buttons.

- New
- Delete
- Reset
- Large Buttons

- list of default Control Bars

Web Link

Movies

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

Control Bars Dialog Box - Delete Button

This button deletes the selected control bar. You will be asked to confirm deletion of the control bar. Note that you cannot delete the Infobar or the button palette.

Control Bars Dialog Box - Large Buttons

The icons used for the buttons on the control bars and galleries can be set to small icons or larger icons. The bottom part of the dialog box describes what sizes the icons on control bars at the top, left, right and bottom of the window are set to as well as the size of icons in floating control bars. The setting for the size of buttons on floating bars is also applied to gallery buttons. For more details, see see Setting the size of buttons.

Control Bars Dialog Box - New Button

This button opens a dialog box which will prompt for the name of a new control bar. Entering a new name and clicking the OK button will create a new control bar with the given name. The new control bar will be opened, floating.

Web Link

Movie

Control Bars Dialog Box - Reset Button

This button resets the control bars to their 'factory' settings. It will remove all the buttons and bars you have added and replace any you have removed.

Web Link

Movie

Convert to Editable Shapes CTRL+SHIFT+S

Convert to Editable Shapes takes an object and simplifies it so it is built from only shapes.

For more details on what Convert to Shapes does to different types of objects, see the following pages :

- Converting QuickShapes to shapes
- Converting text to shapes
- Converting groups to shapes
- Converting bitmaps to shapes

Converting QuickShapes to shapes

You can convert a QuickShape into a simple shape built up from straight and curved line segments. This lets you add extra points to the shape or to change it in ways not possible with the QuickShape Tool. After converting to an editable shape, you cannot edit the shape using the QuickShape, Ellipse or Rectangle Tools.

To convert QuickShapes to shapes

1. Select the QuickShape (see Selecting objects).
2. From the Arrange menu, choose Convert to Editable Shapes.

Tip

To convert a QuickShape quickly, right-click on the QuickShape to open the pop-up menu and choose Convert to Editable Shapes.

Converting bitmaps to shapes

You can convert a bitmap to a shape by converting the bitmap into a rectangular shape with a bitmap fill. Once you have done this you can change the shape just like any other.

To convert a bitmap to a shape

1. Select the bitmap (see Selecting objects).
2. From the Arrange menu, choose Convert to Editable Shapes.

Tip

To convert a bitmap quickly, right-click on the bitmap to open the pop-up menu and choose Convert To Editable Shapes.

{button ,KL(`bitmap fills,changing',0,`____No_Topics_Found',`')} Related Topics

Converting groups to shapes

You can convert a group object into simple shapes. The result is a group consisting entirely of simple lines and shapes - the same as if you had converted each object in the group to shapes.

To convert a group to shapes

1. Select the group (see Selecting objects).
2. From the Arrange menu, choose Convert to Editable Shapes.

Tip

A shortcut to this is to right-click on the group to open the pop-up menu and choose Convert to Editable Shapes.

Converting text to shapes

You can convert text into shapes. This gives you greater flexibility in changing the appearance of the characters. Each character becomes a separate shape and all the characters in each line are grouped. The lines are then grouped together to form an outer group. To edit individual characters inside the resulting group, you can Ungroup it twice or use select inside. For more details see Selecting objects in objects.

To convert text to shapes

1. Select the text (see Selecting text).
2. From the Arrange menu, choose Convert to Editable Shapes.

Make sure the text is correct before you convert to shapes. After converting, you cannot use the Text Tool to change characters, for example to correct a spelling mistake.

Tip

To convert the text quickly, right-click on the text to open the pop-up menu and choose Convert to Editable Shapes.

Copy (Edit Menu) CTRL+C or CTRL+INSERT

Copies the selection to the clipboard. Once the objects are on the clipboard they can be pasted back into the document any number of times, pasted into other documents and into other programs. For more information, see Cutting and copying objects to the clipboard.

Tips

- You can copy an object to the clipboard quickly by right-clicking on it to open the pop-up menu and choosing Copy.
- Cut is the same as Copy, but moves the objects to the clipboard removing them from the document.

{button ,KL(`pasting',0,`____No_Topics_Found',`')} Related Topics

Copying frames

It is sometimes useful to make a copy of a frame and all the objects in that frame, particularly if you are creating an animation where one frame is only slightly different from another. Once you have copied a frame you can independently edit the original frame and the copy.

To copy a frame

1. From the Utilities menu, choose Frame Gallery.
2. Click on the name of the frame you want to copy. This selects the frame.
3. Click the Copy button in the gallery.

Tips

- To create a new empty frame, see Creating frames.
- You can quickly copy a frame by right-clicking on it to open the pop-up menu and choosing Copy Frame.

{button ,KL(`frames',0,`____No_Topics_Found',`')} Related Topics

Copying objects

There are several ways of creating a copy of an object. Which method you use depends on what you want to do with the copy.

- **Copy** to the clipboard then paste back. This lets you easily copy objects between documents or between frames. The object remains on the clipboard and you can paste it several times if required.
- Create a **duplicate** (a copy slightly offset from the original). You can change the duplicate offset. See Changing the duplication distance.
- Create a **clone** (a copy exactly on top of the original).
- **To copy an object using Copy and Paste**

1. Select the object (see Selecting objects).
2. From the Edit menu, choose Copy (CTRL+C).
3. If required, change document or frame.
4. From the Edit menu, choose Paste (CTRL+V). This pastes a copy into the center of the window.

- **To copy an object using Duplicate**

1. Select the object.
2. From the Edit menu, choose Duplicate (CTRL+D).

- **To copy an object using Clone**

1. Select the object.
2. From the Edit menu, choose Clone (CTRL+K).

- **To copy an object using the mouse**

1. Choose the Selector Tool.
2. Drag the objects you want to copy.
3. Right-click where you want to leave a copy or press '+' on the number keypad.

Tips

- Instead of using CTRL+V you can press CTRL+SHIFT+V to paste the copy into the same position as the original. This is useful when moving objects between documents.
- You cannot clone or duplicate objects selected using select inside. This includes selected regions within text objects.

Copying objects using connected colors

Complicated drawings such as cars require complex shading and highlights to appear lifelike. This is easier if you use connected colors (shades, linked colors and tints) all based on a parent color. Editing the parent color automatically updates all the connected colors. You can copy an object like this so that the new copy uses a different parent color and the colors of the two drawings can be controlled independently.

To create a copy of a drawing with a different parent color:

1. Select the drawing (see Selecting objects).
2. From the Edit menu, choose Copy. This copies the drawing to the clipboard.
3. Select the parent color in the Color Gallery, and rename it (see Renaming named colors).
4. From the Edit menu, choose Paste. This pastes a copy of the drawing from the clipboard into the document.

When you paste the drawing back into the document, Xara Webster finds that the parent color has been renamed and creates a new one. You now have a base color for each drawing and can alter their color independently.

Tip

You can also copy the drawing into a different document, change the color and paste it back into the original document to achieve the same effect. This requires more memory, though.

{button ,KL(`colors,overview;objects,copying',0,`____No_Topics_Found',``)} Related Topics

Create Bitmap Copy (Arrange Menu) CTRL+SHIFT+C

Create Bitmap Copy creates a bitmap version of the selected objects. When you select it, it opens the Create Bitmap Copy dialog box where you can set the options for the bitmap and even preview it before you insert it into the document. Click the Create button to create the bitmap. By using the Transparent Background option you can create non-rectangular bitmaps. For more information on creating bitmaps from objects, see Creating bitmaps from objects.

- Preview boxes
- Palette Options
- Options
- Bitmap Size and Resolution
- Preview Button
- Create Button

Create Bitmap Copy - Bitmap Size and Resolution

Bitmap Size and Resolution
The size of the bitmap can be set in two ways :

Resolution	Type the resolution into the dpi field. The Width and Height are calculated from this to ensure the aspect ratio of the bitmap is fixed.
Size	Type the required width or height into one of the fields. Note that the aspect ratio of the drawing is fixed so only one dimension can be set - the other is calculated automatically.

Tip

If you choose a resolution of 96dpi, the bitmap will be created at the same size as the objects when you use 100% magnification.

Create Bitmap Copy - Options

If you set the Transparent option, any areas of the bitmap not covered by objects will be see-through. This will generally mean your bitmap is not rectangular. Only objects with no fill color will appear see-through, objects with transparency applied will not be see-through in the bitmap.

Tip

You can apply transparency to any bitmap, even if it does not have a background.

Create Bitmap Copy - Palette Options

Dithering
You can select between three types of dithering with these options. Choosing none means there will be no dithering, ordered using an ordered (regular) dithering pattern and diffusion uses error-diffused dithering (a more complex dithering technique). In general, error diffusion will give the best results, but remember to only use dithering when really necessary as it prevents the file compression working so well and so makes files larger. You cannot use ordered dithering if you are using an optimized palette.

Color Depth
When you create a bitmap copy of objects, you can choose the number of colors in the bitmap :

Bits	Colors
24	Millions of colors
8	256 colors
4	16 colors
1	2 colors

If you export a transparent bitmap, one of the colors will be used for the transparency. This means a 1 bit transparent bitmap uses only one color.

Palette
You can use these options to choose between the browser palette and an optimized palette

Number of Colors in Palette
With this field, you can specify how many colors in the palette of the bitmap are actually used. This means you can create, for example, an 8 bit bitmap where only 100 of the 256 palette entries are used. With some experimentation you can alter this setting to create bitmaps that are very small by reducing the number of colors until the quality is just at the level you will accept.

Add System Colors

Selecting this option adds 28 colors to the palette. These colors are the normal Windows system colors and a number of primary colors. This ensures the palette includes a spread of colors and may improve the quality of the image, particularly if it contains a wide range of colors. You may need to experiment with this option to get the best results.

Create Bitmap Copy - Preview Button

Click this button to display the bitmap in the selected Preview Box. This is useful for finding the best settings for a particular bitmap.

Create Bitmap Copy Dialog Box - Create Button

This button reads Create A or Create B depending on which is the selected Preview. Click on a Preview to select it and then click this button to create the bitmap and insert it into the document.

Creating BMP files

BMP (Windows bitmap) format files can be used by many programs on the PC. Note that when exporting a bitmap, the current quality (see Changing the screen quality of documents) setting is used. For example with Quality set to a low value, the bitmap is exported as outlines.

To create a BMP file

1. From the File menu, choose Export.
2. In the Export dialog box, choose BMP from the drop-down list.
3. Enter the filename and location then click Save. This opens the BMP Export dialog box.
4. Set the options in the dialog box and click Export. For more information on these options, click the Help button in the dialog box.

Tips

- To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the BMP Export dialog box.
- If you want to export a small area of a document, select the objects in that area and choose the "Selection" option in the Area to Save section of the BMP Export dialog box.

{button ,KL(`bitmaps,creating',0,`____No_Topics_Found',`')} Related Topics

Creating GIF files

You can create GIF format bitmap files using a wide variety of options including interlacing and transparency (masking). Note that when exporting a bitmap, the current Xara Webster Quality (see Changing the screen quality of documents) setting is used for the bitmap. For example if the Quality is set to a very low level the bitmap exported will be in outline only.

This covers creating a single GIF bitmap. For information on animated GIFs, see Creating animated GIF files.

To create a GIF file

1. From the File menu, choose Export.
2. In the Export dialog box, choose GIF from the drop-down list.
3. Enter the filename and location and click Save. This will open the GIF Export dialog box where you can change options and preview the bitmap before you save it to disc.
4. Set the options in the dialog box and click Export. For more information on the options, click the Help button in the dialog box.

Tips

To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the GIF Export dialog box.

If you want to export a small area of a document, select the objects in that area and choose the "Selection" option in the Area to Save section of the GIF Export dialog box.

Transparent GIF Files

Xara Webster works differently from other graphics packages when you create transparent bitmaps. In other packages you choose the color in the bitmap you want to be transparent. In Xara Webster the exported bitmap is transparent where there are no objects in the original drawing. To make any area transparent in a bitmap just ensure there are no objects over it and select the Transparent option in the dialog box when you export the GIF file.

Web Link

Creating GIF files
Changing the color of clipart (1)
Changing the color of clipart (2)
Creating variable width scrolls
Creating a button bitmap
Annotating clipart scrolls

Related Topics

Creating bitmaps

Internet bitmap overview

Creating JPEG files

You can create JPEG format bitmap files using a wide variety of options. JPEG files are stored using compression which works best with photographic-type images. You may want to experiment with the JPEG quality setting to find a level that creates the files you want.

Note that when exporting a bitmap, the current Xara Webster Quality (see Changing the screen quality of documents) setting is used. For example if the Quality is set to a very low level the bitmap exported will be in outline only (do not confuse this Quality setting with the JPEG Quality).

To create a JPEG file

1. From the File menu, choose Export.
2. In the Export dialog box, choose JPEG from the drop-down list.
3. Enter the filename and location and click Save. This will open the JPEG Export dialog box.
4. Set the options in the dialog box and click Export. For more information on the options, click the Help button in the dialog box.

Tips

To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the JPEG Export dialog box.

If you set the JPEG quality slider to a low value the picture will not look as good but the file will be smaller.

If you want to export a small area of a document, select the objects in that area and choose the "Selection" option in the Area to Save section of the JPEG Export dialog box.

Web Link

Creating JPEG files

Changing the color of clipart (1)

Changing the color of clipart (2)

Creating variable width scrolls

Creating a button bitmap

Annotating clipart scrolls

Related Topics

Creating bitmaps

Internet bitmap overview

Creating PNG files

You can create PNG format bitmap files using a wide variety of options including interlacing and transparency (masking). Note that when exporting a bitmap, the current Xara Webster Quality (see Changing the screen quality of documents) setting is used for the bitmap. For example if the Quality is set to a very low level the bitmap exported will be in outline only.

To create a PNG file

1. From the File menu, choose Export.
2. In the Export dialog box, choose PNG from the drop-down list.
3. Enter the filename and location and click Save. This will open the PNG Export dialog box where you can change options and preview the bitmap before you save it to disc.
4. Set the options in the dialog box and click Export. For more information on the options, click the Help button in the dialog box.

Tips

To export a bitmap the same size as it is on the screen (at 100% magnification) choose 96dpi in the PNG Export dialog box.

To make the bitmap see-through where there are no objects in your document, select the Transparent option in the PNG Export dialog box.

If you want to export a small area of a document, select the objects in that area and choose the "Selection" option in the Area to Save section of the PNG Export dialog box.

Transparent PNG Files

Xara Webster works differently from other graphics packages when you create transparent bitmaps. In other packages you choose the color in the bitmap you want to be transparent. In Xara Webster the exported bitmap is transparent where there are no objects in the original drawing. To make any area transparent in a bitmap just ensure there are no objects over it and select the Transparent option in the dialog box when you export the PNG file.

{button ,KL(`bitmaps,creating;internet,internet bitmaps overview',0,`____No_Topics_Found',`')} Related Topics

Creating animated GIF files

It's easy to create animated GIF files. You create each slice of the animation in a separate frame, edit the properties of each frame in the Frame Gallery and then just export the animation.

To create an animated GIF

1. Open the Frame Gallery by choosing Frame Gallery on the Utilities menu. For a new document the Frame Gallery shows a single frame.
2. Draw what you want to appear in this first frame.
3. In the Frame Gallery click New to create the next frame.
4. Set the Background and Overlay flags as required.
5. Create the objects you want to appear in this frame.
6. Repeat steps 3 through 5 until you have built up the sequence of frames.
7. Set the delay for each frame by right-clicking on each bitmap in the gallery and selecting Properties.
8. Before saving the Animated GIF you can preview either a single frame or the complete animation. Click Preview to open the Preview window.
9. To save out the animation, choose Export Animated GIF from the File menu.

Tips

- You can create frames in any order then use the Frame Gallery to arrange them in the correct order.
- Instead of creating a new frame you can also copy any of the existing frames by clicking Copy in the Frame Gallery. This is useful where you want a moving object in the animation. Copy the frame, move the object slightly, repeat this operation until you have built up the complete animated sequence.
- You may want part of an object at the edge of the Animated GIF. You can use Intersect (on the Combine Shapes submenu of the Arrange menu) to cut objects.
- To select objects in multiple frames click All Visible and All Editable in the Frame Gallery.
- If an object uses a named color and you want to change that color part way though the animation, click Make Local to Frame on the Color Editor. This crerates a new named color local to that frame. See Color Editor for details.
- Some programs do not support animated GIF files. For example versions of Netscape before Version 2 and Internet Explorer before version 3.
- To hide a frame (not make it part of the animation) right-click on the frame to display a pop-up menu. Deselect Show Frame on the menu. There's a similar option on the Frame tab of the Properties dialog box (click Properties on the Frame Gallery).

Web Link

Creating Animated GIFs

Movie

Related Topics

Frame Gallery

Animated GIF files

Creating bitmaps

You can create bitmaps in a wide variety of different formats. For more information on each of them, click below. If you want to create bitmaps for the Internet, see the Internet Bitmap Overview.

- Creating JPEG files
- Creating GIF files
- Creating animated GIF files.
- Creating BMP files
- Creating PNG files

Tip

- If you want to create a bitmap of some objects in a document and use the bitmap in the document, see Creating bitmaps from objects.

{button ,KL(`bitmaps,bitmaps overview',0,`____No_Topics_Found',`')} Related Topics

Creating bitmaps from objects

You can create a bitmaps from objects in your document. The bitmaps can be virtually any size, use any number of colors and can even use a mask (include see-through areas).

To create a bitmap from objects

1. Select the objects.
2. From the Arrange Menu, choose Create Bitmap Copy.
3. In the dialog box, set the size you want the bitmap, set the number of colors and choose the dithering and palette (standard or optimized).
4. If you select the Transparency (mask) option in the dialog box, the bitmap will be see-through where there are no objects. For example, if you create a transparent bitmap of a circle, the bitmap will be circular, not rectangular.

Masked (Transparent) Bitmaps

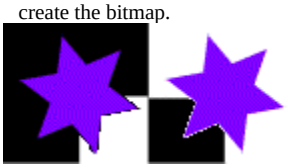
A masked bitmap

A bitmap without a mask

If you select the Transparency option, this means the bitmap can have areas which are 'see-through'. This simple masking is extremely basic, but allows the removal of the background from pictures. To create a masked bitmap select the Transparency option when you create the bitmap, any areas not covered by objects are left completely see-through in the file.

Smooth Bitmap Edges

If your final bitmap has see-through areas, it will look better if the edges of the objects in the drawing are smoothed against the background color. This is easily achieved if you select a bitmap in the Bitmap Gallery or the Fill Gallery and click the Background button to set the bitmap as your document background. This will create a bitmap with very smooth edges. Remember not to select the background object when you create the bitmap.



In this example, in the left picture, the purple star was exported as a transparent bitmap with a black rectangle behind it. Notice how its edges look great on the black areas. In the right picture, the purple bitmap was exported with a white rectangle behind it, notice how much better it looks on the white background.

Tips

- To create a bitmap copy quickly, right-click on one of the selected objects to open the pop-up menu and choose Create Bitmap Copy.
- If you hold down SHIFT when you click the Create button in the dialog box, the bitmap will be created on top of the selected objects. Note that this may mean it looks like nothing has changed after the bitmap has been created.
- Bitmaps can look like they are of a lower quality than normal if they are not shown at a high enough magnification.

Web Link

Movie

{button ,KL(`bitmaps,bitmaps overview',0,`____No_Topics_Found',`')} Related Topics

Creating column text

Column text is different from simple text as it has a fixed width. If a word doesn't fit in the width, it automatically moves onto the next line. With a simple text object, you need to press RETURN to create a new line.

To create a column text object

1. Place the pointer at the top left of the column.
2. Drag to the top-right of the column. Releasing the mouse button shows a horizontal red line under the first line of the column.
3. Set any attributes you want the text to have. For example, color, font, font size.
4. Type the required text. As each line fills, the cursor will move onto the next.

Tips

- With column text you do not need to type RETURN at the end of each line as the text will automatically wrap onto the next line.
- Once you have created the column width by dragging, you can paste text from the clipboard using CTRL+V. This is an easy way to import text.
- A word is only ever split at the end of a line if you insert a hyphen into it.
- Large columns of text can be slow to edit. If you need to edit text, you can cut it to the clipboard, edit it in another program and paste it back into your drawing.

Web Link

Movie

{button ,KL(`text;tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Creating custom fills

You can fill any object you draw with a bitmap. As you can create bitmaps of any objects in your document, you can create your own custom fills.

To create a custom fill

1. Draw the pattern you want to use to fill the object.
2. Create a bitmap of the objects. See Creating bitmaps from objects.
3. Select the object you want to fill.
4. Open the Bitmap Gallery and double-click on the new bitmap to apply it as a bitmap fill (see Applying bitmap fills).

Creating frames

Animated GIF files are made up of a series of individual frames (like movie film). You can create more frames to build more complex animated GIF files.

To create a frame

1. From the Utilities menu, choose Frame Gallery.
2. Click the New button in the gallery.

Tips

The new frame become the last frame in the animation and is shown at the top of the Frame Gallery. It is also highlighted to show it is the current frame. All objects are created in the current frame.

To quickly create a new frame, right-click on the Frame Gallery to open the pop-up menu and choose New Frame.

{button ,KL(`color gallery overview',0,`____No_Topics_Found',`')} Related Topics

Creating named colors

Named colors appear on the Color Line and in the Color Gallery. You can easily apply them to objects by clicking or by dragging. Xara Webster provides a wide range of standard colors but these might not be exactly right for some drawings. In this case, you can easily create new named colors.

To create a named color

1. From the Utilities menu, choose Color Gallery.
2. In the Color Gallery select an existing color that is similar to the color you want to create.
3. Click New.
4. Enter a name for the color.
5. If you want the new color to be a shade (see shade color) of the color, select "Make color a shade of".

   If you want the new color to just be a copy of the color, deselect "Make color a shade of".
6. Click Create. The new named color appears on the Color Line and in the Color Gallery.

The color is also displayed in the Color Editor so you can edit it as required. See Changing named colors.

Tips

Named colors are very useful when creating drawings that use many shades of a few basic colors (the parent colors). Changing the parent color changes all shades of that parent.

If you want to create a named color using the color of an existing object, see Creating named colors from objects.

Related Topics

Named colors
Color Line oveview
Color Editor overview

Color Gallery overview

Creating named colors from objects

If you have an object in your document which is filled with a color, you can create a named color using that color.

To create a named color from an object

1. Select the object filled with the required color (see Selecting objects).
2. From the Utilities menu, choose Color Editor.
3. In the Color Editor, choose New Color from the pop-up menu to open the New Named Color dialog box.
4. Deselect "Make color a shade of". (You do not want to create a shade color.)
5. Enter a name for the new color.
6. Click Create. The new named color appears on the Color Line and in the Color Gallery.

The color is also displayed in the Color Editor so you can edit it as required. See Changing named colors.

Tip

If you want to change your new named color, just drag it onto the Color Editor.

{button ,KL(`named colors;color line,overview;color editor overview;color gallery overview',0,`____No_Topics_Found',`')} Related Topics

Creating new control bars

You can customize Xara Webster by creating new control bars.

To create a new control bar

1. From the Window menu, choose Control Bars.
2. In the dialog box, click the New button.
3. Enter the name for the new control bar.

This creates a new, floating control bar. You can now move or copy buttons onto the new control bar and then drag it to the edge of the Xara Webster window to make it a docked control bar. For more details, see Moving and resizing control bars and Moving and copying buttons.

To restore the factory settings

1. From the Window menu, choose Control Bars.
2. In the dialog box, click the Reset button.

This will reset all the control bar settings to how they were when you bought the software. It will move buttons back to their original positions, remove buttons you have added and move all the bars to their original positions.

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

Creating new documents

This opens a blank document ready for you to start a new drawing.

To create a new document:

From the File menu, choose New.

Creating new text

You can create text objects in many different ways. Simple text objects are very basic, each line is created by pressing RETURN. Column text is fully word-wrapped to form a column, or paragraph, of text. You can also type directly onto lines and shapes to create text that bends around a curve.

What do you want to do?

- Create simple text
- Create column text
- Type text onto a line or shape

{button ,KL(`text;tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Creating shade colors

Shade colors are based on a parent color and can be lighter or darker than their parent. They have many uses and are very easy to create in Xara Webster.

To create a shade color

1. From the Utilities menu choose Color Editor.
2. From the pop-up menu in the Color Editor, choose New Color to open the New Named Color dialog box.
3. Select the Make color a shade of button.
4. Select the parent for the shade from the drop-down list.
5. Enter a name for the color.
6. Click Create to create the shade
7. You can the edit the color in the Color Editor. You can only alter the Saturation and Value - the Hue is fixed by the parent color. For more information, see Color Editor - Shade Colors.

Tips

The parent color is shown in the Color Editor as a small white X.

It is recommended that the parent color is a bright, pure color. That is, that the X in the color editor is in the top left-hand corner. This means all shades will be selected as lighter or darker variations of the parent's pure color. This ensures that if you change the lightness or darkness of the parent, all the linked shades change by the correct relative amount.

Related Topics

Shade colors

Color Editor overview

Creating simple text

Simple text objects are the best way to do headings, labels and other small areas of text. You can set the attributes of the text before you type the text (by applying them to the text cursor) or afterwards.

To create a simple text object

1. Choose the Text Tool.
2. Position the pointer where you want to start the text and click - a red text cursor appears.
3. Set any attributes you want the text to have. For example, color, font, font size.
4. Type the required text, pressing RETURN to create new lines if necessary.

{button ,KL(`text;tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Customization Overview

You are using a highly customizable program. Below are all the areas you can configure to your own needs.

Control Bars, Buttons and Galleries

- Setting the size of buttons
- Moving and copying buttons
- Removing and restoring buttons
- Spacing buttons on control bars
- Creating new control bars
- Deleting control bars
- Moving and resizing control bars

Window Customization

- Customizing the appearance of the program
- Moving colors on the Color Line

Program and Document Options

There are a large number of customization options in the Options dialog box. Go to the Utilities menu and choose Options. You can press the Help button for more details.

Customizing the appearance of the program

If you are using Windows 95 or Windows NT 4, you can customize the appearance of your desktop and the programs you use in a variety of ways. You can change the size and color of ToolTips, caption buttons (the buttons on the title bar), the active title bar, inactive title bar, menu items, gallery title bars, selected menu items, scrollbars and the Status Line. These settings apply to all the programs you use that support this feature.

To change a setting

1. From the Settings submenu on the Start Menu, choose Control Panel.
2. Double-click Display in the Control Panel.
3. Click the Appearance tab.
4. Choose an individual setting from the drop-down list or choose a scheme.

For more information on changing the appearance of your desktop, see your Windows user guide. If you need help using the Appearance tab, click the '?' in the title bar and click on something in the dialog box to find out what it does.

Tips

- The size of Gallery title bars is set using the Palette Title setting.
- The size of the Status Line is set using the ToolTips settings.

{button ,KL(`color line,resizing',0,`____No_Topics_Found',`')} Related Topics

Cut (Edit Menu) CTRL+X or CTRL+DELETE

Cuts the currently selected objects to the clipboard. The selected objects are removed from the document. Note that you can use get the objects back in the same place (or use CTRL-SHIFT-V to paste the objects back in the same place). Once the objects are on the clipboard they can be pasted back into the document any number of times, pasted into other documents or into other applications. Copy is the same as Cut, but copies the objects to the clipboard leaving the selection in the document

Tip

To cut an object to the clipboard quickly, right-click on the object to open the pop-up menu and choose Cut.

Related Topics

Cutting objects

Pasting

Cutting and copying objects to the clipboard

You can use the clipboard to move objects within a Xara Webster document and between documents. You can also use it to move and copy objects into documents in other programs.

To cut and copy objects to the clipboard

1. Select the objects you want to put on the clipboard. (See Selecting objects).
2. From the Edit menu, choose either Cut (CTRL+X) or Copy (CTRL+C).

You can now click in another document and press CTRL+V to paste the objects. For example you could click in a Microsoft Word document and place the selected objects in it.

Tips

- You can also Cut or Copy by right-clicking on the objects and then choosing Cut or Copy from the pop-up menu.
- Cut removes the objects from the document and places them on the clipboard. Copy leaves the original objects in your document.

{button ,KL(`cutting,objects to the clipboard;pasting',0,`____No_Topics_Found',`')} Related Topics

Cycling which points are selected

If you have one or more point handles on a line or shape selected, you can 'cycle' which points are selected.

To cycle which points are selected

1. Select the line or shape. (See Selecting objects).
2. Choose the Shape Editor Tool.
3. Press the Tab key to 'move' the selection along the line or shape. (SHIFT-Tab 'moves' the selection in the opposite direction.) The Home and End keys work in a similar way with lines, but 'move' the selection to the beginning and end of the line.

Tip

Selected point handles are shown as red squares, unselected point handles as black squares.

{button ,KL(`tools,shape editor tool',0,`____No_Topics_Found',`')} Related Topics

De-installing fonts

The Font Gallery provides you with an easy way of de-installing (removing) fonts from your computer.

To De-install fonts

1. From the Utilities menu, choose Font Gallery.
2. Find and select the required font in the Installed Fonts section of the gallery (see Selecting items in a gallery).
3. Click the De-install button in the gallery.

Notes

- You can only de-install fonts from the "Installed Fonts" section of the Gallery.
- Some programs will continue to show a de-installed font in their font list unless you quit and then reload them.

{button ,KL(`font gallery,overview;fonts',0,`____No_Topics_Found',`')} Related Topics

Default Page Background

This command sets the page background back to white. This command is on the View pop-up menu - right-click on the page.

{button ,KL(`background',0,`____No_Topics_Found',`')} Related Topics

ATM (Adobe Type Manager) fonts are PostScript fonts. ATM is a software component available from Adobe which allows the PostScript fonts to be rendered on screen. Xara Webster also supports TrueType fonts which are supported as standard by Windows 95 and Windows NT.

Alignment is the horizontal and vertical relationship of several objects to each other. For example, objects can be aligned so that their top-most edges all line up and they are distributed evenly horizontally. For details on how to change the alignment and distribution of objects, see Aligning and distributing objects

Xara Webster can export **animated GIF files** which contain several separate images rather than just one. Programs which support this type of file show each image one after the other with a set time delay between each. This means you can create animations using Xara Webster. Most World Wide Web browsers (Netscape Navigator Version 2 and Microsoft Internet Explorer 3) support animated GIFs, so using Xara Webster it is very easy to create animations for your World Wide Web pages. Remember, as Xara Webster displays images at a very high quality and has a wide range of dithering and palette options, your animations will look great! For more details, see Creating animated GIF files.

Anti-aliasing improves the quality of on-screen images by inserting extra pixels of calculated colors around the edges of objects on screen. This has the effect of smoothing the edges and of appearing to improve the resolution of the display. Anti-aliasing only occurs when the Xara Webster Quality setting is at its highest level. For more details, see Changing the screen quality of documents.

Smooth

The **Application Control Menu** is displayed by clicking the application control button at the top left of the main Xara Webster window or pressing ALT+SPACEBAR. This menu contains application specific controls. For example Exit and Maximize.

Apply Inside allows you to apply attributes to objects that are contained inside other objects. To apply inside you must hold down CTRL when you drop the attribute onto the object. For example to apply a color to an object in a group (not the whole group) CTRL-drag the color from the Color Line onto the object. For more details, see Selecting objects in objects.

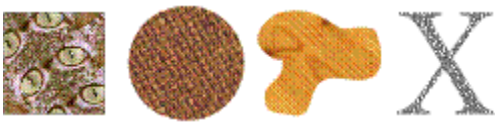
ArtWorks is a vector drawing software package developed by Computer Concepts Ltd in the UK. ArtWorks runs on Acorn RISC machines.

The **aspect ratio** of an object is the ratio between its width and the height. For example, if an object has an aspect ratio of 100%, its width and height are the same. If an object has an aspect ratio of 50%, it is twice as high as it is wide. See Scaling objects or Changing the aspect ratio of text.

Attributes are the properties of objects in your drawings. For example, color and line thickness are both attributes.

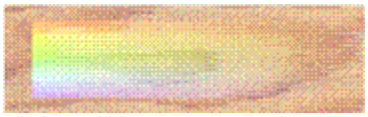
A **Bitmap** is a picture composed, of small 'dots' called pixels. Bitmaps are exported from programs such as Microsoft Paintbrush, CorelPaint and Photoshop or taken from scanners or a PhotoCD. Xara Webster can import and export all common bitmap formats. For more information, see the Bitmaps Overview.

A **Bitmap Fill** allows you to fill shapes with a bitmap. The bitmap can be tiled (repeated) to fill objects. For more information, see the Fills Overview.



Bitmap Transparency is a type of transparency where the degree of transparency of the objects it is applied to is set by a bitmap. Usually, the lighter colors in the bitmap are the more transparent (You can alter the amount of transparency by selecting one of the Transparency handles and then dragging the Transparency slider). Bitmap transparency is particularly useful for semi-transparent patterning or creating effects such as feathering. For more information, see the Transparency Overview.

Bleach is one of the three types of transparency supported by Xara Webster; mix, stained glass and bleach. Bleach transparency has no clear analogy in the physical world. All other colors are bleached out leaving only the colors of the selected object. It is most effective when used over dark colors. It is most useful for highlights when the light source is not white. Technically, the process is additive, progressing towards unsaturated colors. For more information, see the Transparency Overview.



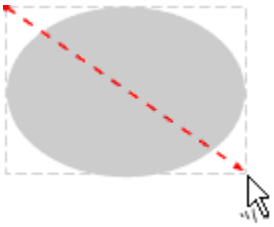
0% bleach transparency	Adds the selected object's color to the color of objects under it.
100% bleach transparency	Completely transparent.

Blends are objects you may find in some of the clipart (you need CorelXARA to create them). They are created by showing intermediate steps between two or more objects. For example, you could blend from a square to a circle. Blends are often used to draw repeating patterns and highlights and are amazingly flexible. You may find that some of the files you load into Xara Webster contain blends, with the full CorelXARA package you can create a wide variety of different effects with them. With Xara Webster, you can use select inside to select the objects at each end of the blend and move them around.

The **Bounding Box** of an object or selected set of objects is an imaginary box enclosing the whole object.

SubGenius

If you draw a QuickShape using **bounds creation**, the box you create by dragging the mouse sets the size of the shape.



The **Browser Palette** is the palette used by web browser to show images on the screen in 256 color modes. If you create bitmaps using this palette, they will not be dithered by the browser when it displays them. If you only use web browser colors (using the Browser Palette button in the Color Editor or the colors in the Web Browser section of the Color Gallery) and export a bitmap using the browser palette, all flat areas of color will be displayed in 256 color modes without being dithered.

The **Button Palette** is a special control bar in Xara Webster which contains a copy of every button in the program. When a new, blank bar is created you can ALT-drag buttons from the button palette onto the new bar. The button palette cannot be deleted and buttons cannot be deleted from it.

A **Circular Fill** consists of color graduating in a radial fashion. For more information, see the Fills Overview.

Circular Transparency graduates from one transparency to another in a radial fashion. The two transparency handles on either end of the transparency arrow represent the radius of the transparency. The outer handle can be used to change the outer transparency and alter the size of the circle, the inner one to move the circle and alter the center transparency level. For more information, see the Transparency Overview.

The **Clipboard** is a temporary store and is used like a physical clipboard. You can cut or copy part or all of your drawing onto the clipboard. You can then transfer the clipboard contents to another part of the document or even a completely different document or application. The clipboard can only hold one item or set of items at a time. Placing something on it overwrites any existing contents. Objects remain on the clipboard until deleted or overwritten by Xara Webster or another application. The contents of the clipboard are lost when Windows is exited.

Color Models define the way in which a color is defined. In Xara Webster you can define colors using these models :

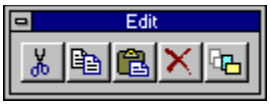
- RGB (Red-Green-Blue). Most often used by video cards to define colors.
- HSV (Hue-Saturation-Value). The "artists" method of defining colors. Hue is the pure pigment of the color, Saturation is the amount of white mixed into the color and Value is the amount of Black mixed into the color. Hue is measured in degrees representing the angle around a color wheel that sweeps from Red through Yellow, Green, Cyan, Blue, Magenta and back to Red again.

Compound Objects are objects in a document which contains other objects. The following are the compound object types :

- Group — Contains one or more objects of any type
- Text Object — Contains one or more Text Lines
- Text Line — Contains one or more characters

Contone is short for "continuous tone". The term Contone is most commonly used in relation to bitmaps. A bitmap is a contone bitmap when all of the colors used in it are varying mixtures of two colors. For instance, a grayscale bitmap is a contone bitmap because all the colors in it are a mixture of black and white. You can change the two colors of contone bitmap fills by selecting the fill handles and changing their color in the usual ways. You can give a bitmap an old-fashioned sepia look by setting one contone color to dark brown and the other to a yellow-creamy color. For more details, see Changing bitmap palettes.

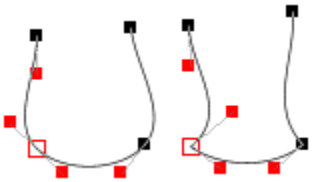
Control Bars are placed around the edges of the Xara Webster windows to make commonly used operations (in the form of buttons, sliders and edit boxes) more accessible. New Control Bars can be created and the size of the buttons on different bars altered. Control Bars can be free floating or docked (fixed) to the sides, top or bottom of the Xara Webster window. For more details, see the List of Default Control Bars.



The **Current Attributes** are those attributes which get applied automatically to an object when it is created. For example, if the current line color attribute were red, the next object drawn would have a red outline. if you intend to draw many objects that are to share the same attributes, then it is useful to make these shared attributes Current Attributes. In Xara Webster, Text objects have their own separate set of Current Attributes. See Setting the current attributes for more details.

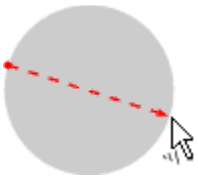
The **Current Fill Attribute** is the default setting for the fill attribute which is the type of fill that will be applied to newly created objects. To set the current fill attribute, apply a fill with no objects selected.

Curve Handles are handles used on curved line segments to alter the curve shape. The curve handles for selected point handles are only shown if there is one selected point handle. The two curve handles for the selected point are shown plus the nearest curve handles for adjacent points.



The **Default Bitmap** is always present in Xara Webster documents in the Bitmap Gallery. This default bitmap is the Xara Ltd logo in grayscale and can be used like any other bitmap but cannot be deleted.

If you draw a QuickShape using **diameter creation**, where you start the drag sets the position of one corner or edge and where you stop the drag sets the diameter (width) of the shape.



Dithering is a technique where patterns are applied to areas of color in a bitmap in order to simulate a wider color range. It works very well in pictures which contain a large number of colors. If you use dithering when you create a bitmap, it will not compress as well and will probably create a larger file. Xara Webster offers three dithering options. Error-diffused dithering is a complex mathematical technique which, although slower, produces very high quality images.

A **Docked** control bar is one which is attached to one of the edges of the Xara Webster window and moves with the window. A docked control bar can be dragged away from the edge of the window so it becomes a floating control bar. See Moving and resizing control bars.

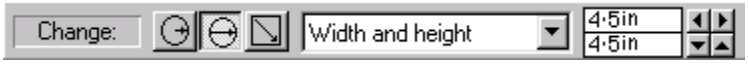
You can think of a **Document** as a conventional sheet of paper. Like a sheet of paper, you can draw lines and write text (and erase them later). You can save the document for later use by storing it on disc. Unlike conventional paper, the computer provides you with many extra options. You can move objects around on the document just by grabbing them and sliding them around, even over other objects. You can copy objects and reuse them, either in the same document or in a different document.

The **Document Control Menu** contains options for manipulating documents (for example, closing, minimizing and maximizing). To display the menu using the keyboard press ALT+HYPHEN.

Edit Handles are used to edit objects. They appear on the object itself and are specific to the object type. Their function is different depending on which type of object they are on. Edit handles can be be used to edit the shape of lines, shapes and QuickShapes for example. Edit handles can be displayed when the Selector Tool has been chosen allowing objects of different types to be edited using one Tool.

Edit handles appear on each selected object and allow editing operations specific to the object type. Edit handles appear most object types. Edit handles are very similar to the handles used by Macromedia Freehand and Microsoft Office. See Enabling edit handles.

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Ellipse Tool, the Infobar looks like this :



An **Elliptical Fill** consists of color graduating in a radial fashion. It is very similar to the circular fill, but uses three fill handles to allow the fill to be stretched in two directions. For more information, see the Fills Overview.

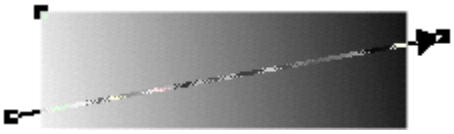
An **Elliptical Transparency** uses two transparency arrows, the transparency graduates from the center out to the edges of the ellipse defined by the arrows. It is very similar to the circular transparency, but uses the extra transparency handle to allow the transparency to be stretched in two directions. For more details, see the Transparency Overview

Em's are used to measure tracking and kerning. One 'em' is the width of the character 'M' in the current font and font size. Hence, it is a relative measurement - changing the font or size, changes the absolute value.

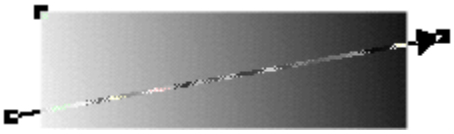
File Format is the way in which information is arranged in a file. Different programs arrange the information in different ways depending on their requirements. This means that files from one program cannot be read by another or, if it can be read, not all the information can be displayed correctly. There are two major groups of graphic file formats. The first is **Bitmap** (a rectangle of colored dots) and the second **Vector** (a list of drawing instructions). Xara Webster can import and export many types of both Bitmap and Vector file formats.

Fills flood the center of an object. Xara Webster offers a range of fills - flat fills, linear fills, circular fills & elliptical fills. You can also fill objects using tiling techniques - fractal fills and bitmap fills. For more information, see the Fills Overview.

Fill Arrows are shown on filled objects and are used to edit the fills. The ends of the arrows can be clicked and dragged to move the fill. Some Fill Arrows have fill handles on the ends which allow colors to be applied to the fill. For more information, see Changing fills.



Fill Handles are the squares on the ends of fill arrows. To change the colors in the fill select a handle and apply a color to it. To easily swap between the start and end handles, press TAB (this swaps the selected status of all handles). Note that this only works in the Fill Tool. Fills can be edited using the Selector Tool if fill handles and fill arrows have been enabled in the Selector. See Enabling fill handles and fill arrows.



The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Fill Tool, the Infobar looks something like this :

A **Flat Fill** is a solid fill of a single color. This type of coloring is applied using the Color Line or the Color Gallery. For more elaborate fills, use the Fill Tool. See the Colors Overview.

Flat Transparency is a fixed level of transparency applied uniformly over a whole object. For more details, see the Transparency Overview.

Flipping an object is as if it was reflected in a mirror. This process is sometimes called 'mirroring' or 'reflecting'. See Flipping objects for more information.

A control bar is a **Floating Control Bar** when it has been dragged and dropped away from the edges of the Xara Webster window. A floating control bar has a thick edges so it can be resized, a title bar and a close button. A floating control bar moves independently of the Xara Webster window. For more details, see Moving and resizing control bars.

A **Folder** is a directory on a disc containing files. You can add folders of files to some of the galleries. When you add a folder of files to a gallery the program creates an index for the files and creates a small 'thumbnail' image of each of the files in the folder. When you open the Gallery, you will see small versions of all the files in the folder you added.

A **Font** is a collection of characters which are all designed in a particular style. Also known as a "typeface". Many different types of fonts are available and often the difference between them is very slight. A font often has several variants, the commonest being **Bold** and *Italic*

A **Fractal Cloud Fill** produces a patchy random fill for an object. It uses two colors and graduates between them. The two colors and the fill mapping can be used to alter the fill. For more information, see the Fills Overview

Fractal Cloud Transparency produces a patchy, random transparency for an object. The three transparency handles give control of the block of fractal texture used to control the transparency of the object. One handle moves the entire fractal and the other two scale, skew and rotate it. The start handles control the start transparency for the fractal, the end handle controls the end transparency. For more details, see the Transparency Overview

Frames are used to make up an animated GIF file. You create each frame using objects, change the properties of each frame in the Frame Gallery and then preview or export the animated GIF file. For more details, see the Frame Gallery Overview.

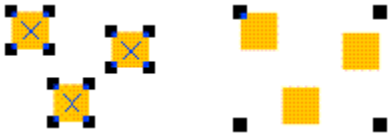
Compuserve GIF files are bitmap files compressed using lossless compression. GIF files can contain up to 256 colors. They are widely used for pictures on World Wide Web pages. Xara Webster supports both interlacing and transparency (import and export) in GIF files. For more information, see Creating GIF files. You can also create animated GIF files with Xara Webster.

Galleries provide you with an easy way to select items from external libraries or where there is a wide range of possibilities. There are several galleries, for more information, see Galleries Overview.

A **grayscale bitmap** is a bitmap with a palette consisting entirely of grays. Grayscale images are often called "black and white" images. For more details on creating grayscale bitmaps, see Changing bitmap palettes.

A **Grid** is a set of regularly spaced points to which objects and points can be snapped. By setting an appropriate grid spacing and turning grid snapping on, it is very easy to create drawings of very precise dimensions. The grid can be shown or hidden whether or not grid snapping is turned on. At small zoom levels, grid points may become very close to each other. If they were all displayed, the screen would be covered by points and it would be difficult to see the drawing. To prevent this, Xara Webster leaves out some points if necessary. You can still snap to these invisible points. For more information, see Displaying the grid.

Group objects are compound objects which contain other objects (even groups). The group object is a single object and can be treated like any other, for example applying attributes to it, rotating it, etc. Note that if you want to change one object in the group you do not have to ungroup it, you can use select inside to select it from within the group. For more details, see Grouping objects.



3 QuickShapes 1 Group containing 3 QuickShapes

Many people find **HSV** the easiest color model to use. The HSV color model uses Hue, Saturation and Value components to define colors. Hue is the pure pigment (defined as an angle round the color circle) of the color. Saturation is the amount of white added to the color. The smaller the Saturation value, the greater the amount of added white. Value is the amount of black added to the color which can be viewed as the brightness of the color. So the Saturation and Value produce all the shades of the basic Hue value.

A **Handle** are small squares used to edit objects. For example Fill Handles are used to edit fills and Selection Handles to manipulate the currently selected objects. Handles are usually dragged but can often be selected and changed.

The **Hue** color component is used in the HSV (Hue, Saturation, Value) color model, which is an intuitive color model most often used by artists. Hue represents an angle in degrees around an imaginary color wheel, where the colors appear in a "rainbow" fashion: Red (0), Yellow (60), Green (120), Cyan (180), Blue (240), Magenta (300) and back to Red (360)

Image maps are used in HTML pages to create several clickable areas over images. Clicking on one of these areas takes you to another location on the Internet. For example, if you had a picture of the Earth, you could use an image map with a clickable area over each different continent. Clicking on the clickable area for a continent could take you to a page of information about that continent. The clickable areas can be rectangles, circles or multi sided irregular polygons. Xara Webster supports client-side image maps (it doesn't support server-side image maps). Xara WEB files don't require separate image maps as the information is held within the WEB file. For more details on image maps, see the Image Maps Overview.

The **Infobar** is a context sensitive control bar which displays control relevant to the tool you are using. For more details, see the Infobar Overview.

Inter-line Spacing is a term used by CorelDRAW to refer to what Xara Webster calls Line Spacing. See Changing the spacing between lines of text.

Interlacing is an option when you create GIF and PNG bitmap files. When an interlaced file is loaded into an application which supports interlacing, the picture will first appear as a low resolution image and the resolution increase as more of the file is loaded. This technique is used commonly on the World Wide Web to improve the appearance of bitmaps as they are downloaded. It will almost look like the picture is coming into focus. If you do not use interlacing, the picture will only be displayed when the whole image has been downloaded.

The **JPEG** format allows bitmaps to be stored in compressed form. Unlike most other compression techniques, the amount of compression is user selectable. JPEG works by discarding redundant information (it is 'lossy') although generally there is no noticeable reduction of image quality. Xara Webster can import and export JPEG bitmaps. For more information, see Creating JPEG files.

Kerning allows you to alter the space between two characters in a line of text. Kerning is useful when two characters look unbalanced or too far apart. Small kerning changes between the two characters can improve their appearance. This is often necessary in very large headline or banner text where the "balance" of the characters is highly visible. Kerning is measured in em's (the width of an "M" in the current font and font size). For more details, see Kerning text.

All the Xara Webster clipart has **Keywords** associated with it. Keywords are associated words which help you to find documents more easily. As an example a document containing a picture of a puppy might contain the keywords "animal" and "dog". For information on adding keywords to your own files, see Adding titles, descriptions and keywords to documents.

A **Line** can be straight, curved or contain a mixture of both straight and curved segments. A line must have a start and an end so it cannot be filled. You can apply a thickness, color and transparency to a line as well as line ends and patterns. When the two ends of a line are joined the line can be filled and is referred to as a shape. If a line has a fill applied to it, the fill will only be visible when the ends of the line have been joined. For more details, see Drawing lines

A **Linear Fill** is a smooth, linear graduation of color. For more information, see the Fills Overview.

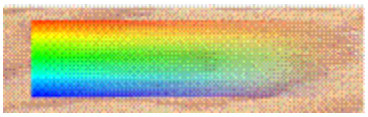
A **Linear Transparency** is a smooth, linear graduation between two transparencies. You can alter the direction of the transparency, the level of the transparency at either end and the type of transparency (Xara Webster supports three different types of transparency). For more details, see the Transparency Overview

Linked Colors are a type of named color and inherit components from another color (called the parent color). You define which components you want the linked color to take from the parent named color.
For example you could create a linked RGB color that shared the Red and Green components of the parent named color, but not the Blue. Any changes to the components of the parent named color would be reflected in the linked color. If you wish to create a set of shades of the same color which are all linked so their hue can be changed simultaneously, use shade colors. For more details, see Creating named colors.

Xara Webster has two types of color. They are **Local Colors** and named colors. Local colors are used in only one place in a document. This is useful if you want to change the color of an object without affecting other objects. Local colors are especially useful in simple documents that use relatively few colors. Local colors do not appear on the Color Line nor the Color gallery.

Mirroring is a term used by CorelDRAW to describe what Xara Webster refers to as flipping. See Flipping objects.

Mix is one of the three types of transparency supported by CorelXARA; Mix, stained glass and bleach. Mix is similar to spraying a thin coat of color over underlying objects and appear much like paint. For more details, see the Transparency Overview.



0% transparency Solid color
100% transparency Completely transparent

A **mold** is an object which contains a set of objects which have been molded. For example CorelXARA includes a circular mold so you can take a set of objects and mold them into a circle. Although you cannot mold objects with Xara Webster, you can import molded objects in drawings that have been created with CorelXARA.

Xara Webster has two types of color: Local colors and **Named Colors.** Named colors are custom colors which you can use over and over again on many objects. The Color Gallery lets you control named colors in documents and the Color Line is a list of all the currently defined named colors. Any alterations made to named colors are reflected in all objects using the named color. Named colors can be copied between documents. You can create several types of named color: Linked Colors, Shade Colors, Normal Colors and Tint Colors. You can easily connect your colors so changing one affects others. For more details, see Creating named colors.

Normal Colors are a type of named color. Normal named colors are stand-alone and their color is defined independently of all other colors. The other color types (Shade Colors, Tint Colors and Linked Colors.)are linked to another color definition in some way.

Objects in Xara Webster are the building blocks used to create drawings. Object is a general term used to describe the contents of the document. Objects can be contained within other objects. For example groups contain other objects. Text is also a type of container object as each text object contains a line of text which itself contains a set of characters.

A bitmap with an **optimized palette** is one where the colors in the bitmap have been chosen carefully to make the bitmap look as good as possible. Optimized palette bitmaps with 256 colors will usually look as good as the 24 bit equivalent (one with millions of colors) when you display them in a screen mode with millions of colors. If you display an optimized palette 256 color bitmap in a 256 color screen mode it will look as good as one with a standard palette, but will look far better in screen modes with more colors.

Outlining is a term used by CorelDRAW and refers to changing the outline color of an object. Xara Webster refers to 'changing the line color' of an object. See Coloring objects.

The **Page** is the area onto which drawings are placed. It is usually white, though you can change its color or cover it with a bitmap.

Panning is a term used by CorelDRAW to describe moving the page. See Moving the page.

PANOSE® is a font matching system for TrueType fonts. The PANOSE system classifies fonts according to ten characteristics. Each characteristic is rated on a scale, and the resulting values are used to produce a number. When a font cannot be found, it will be replaced by the one on your machine with the closest PANOSE number which will be the one that looks most like the original.

Point Handles are the handles visible on the points of lines and shapes when the Shape Editor Tool or the Selector Tool (with Edit Handles enabled) is being used. Each point (point handle) on the line can be moved and if the line segments are curved, two curve handles are also shown which you can drag to alter the curvature of the line.

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Push Tool, the Infobar looks like this :

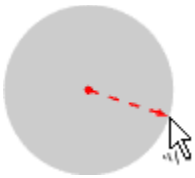
Document view **Quality** is the way in which documents are drawn on the screen. The Quality can range from the drawing being rendered in simple outline, to being edited in full color, anti-aliased mode. This is useful for altering the speed at which a document is redrawn as a lower quality setting will result in faster redraw times, but a higher setting will give far better results. Sometimes it is useful to set the Quality to its lowest level for selecting some objects which would be obscured by other objects on higher settings. The quality setting is also used when you create bitmaps.

QuickShapes are 'intelligent' shapes created using the QuickShape, Rectangle and Ellipse Tools. All QuickShapes can be edited in a very flexible manner. For instance, a circular QuickShape can be converted to a polygon QuickShape with one click using the QuickShape Tool. If you wish to change a QuickShape so it can be edited as a shape built from straight and curved lines, you must use Convert to Editable Shapes.

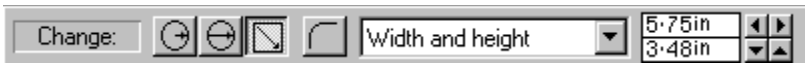
The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the QuickShape Tool, the Infobar looks like this :

RGB (Red, Green, Blue) is the natural model of computers. Colors would usually be defined using this model if they are to remain 'on-screen' - for example if the Xara Webster were being used to create bitmaps for use on the World Wide Web.

If you draw a QuickShape using **radius creation**, where you start dragging the mouse sets the center of the shape and where you stop dragging sets the radius (size) of the shape.



The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Rectangle Tool, the Infobar looks like this :



Redo allows you to redo an editing operation which has been Undone.

Redraw is the process of Xara Webster building up the on-screen image from the information stored about the drawing.

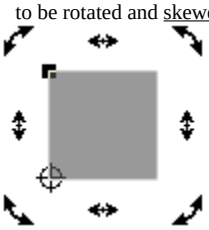
Rendering is the process used by Xara Webster to draw the document on the screen.

The **Animated GIF Restore** setting sets what happens between each frame in an animated GIF :

- **Nothing** means no action is taken. Many World Wide Web browsers take this as meaning the same as the Leave As Is option.
- **Leave As Is** displays the frames one on top of another - this leaves many frames visible in a stack if some are transparent. Some browsers clear the animation before it loops again, some do not.
- **Background** restores the area covered by the graphic to the background color of the GIF (most usually white).
- **Restore Previous** restores the area covered by the frame to what it was before the frame was displayed. This is interpreted by some browsers to mean that the frame should be cleared to the background before each frame is displayed and by others to mean that the frame should be shown on top of the previous frame.

As browsers interpret these values in different ways, you may need to experiment to achieve the desired result.

Selection handles operate in two modes - Scale mode and **Rotate/Skew Mode**. The former allows the selection to be scaled, the latter allows it to be rotated and skewed.



Selection handles in Skew/Rotate mode

The **Saturation** color component is used in the HSV (Hue, Saturation, Value) color model, which is an intuitive color model most often used by artists. Saturation represents a mixture between the chosen Hue (color) and white. A fully (100%) saturated red would be red, while a 50% saturated red would be pink. Any hue appears as pure white at 0% saturation.

Scaling resizes or stretches something. You can scale any object using the Selector Tool. You can also scale some objects using the Tool they were created with (for example Ellipse Tool) and you can scale fills and transparencies using the Fill Tool or the Transparency Tool. For more details, see Scaling objects.

Selection Handles operate in two modes - **Scale Mode** and Rotate/Skew mode. The former allows the selection to be scaled - the latter allows it to be rotated and skewed.

Selection handles in Scale mode

Select Inside can be used to select an object inside a compound object. This can be done in the Selector tool by CTRL-clicking or by ALT-CTRL-clicking on the object. Objects are said to be "inside" a group when they are members of the group. Normally, clicking on the object would select the group but a CTRL-click selects the object that you clicked on inside the group. Select inside works with any compound object. When any selected object is inside another one, the status line shows for example: "2 shapes selected ("inside")". Select-inside is just like select member, except it goes straight to the innermost object. It is a quick way to select the object you actually click on, irrespective of whether it is part of a group, blend or whatever. Some operations are unavailable when any selected object is inside another one. For more details on this, see Selecting objects in objects.

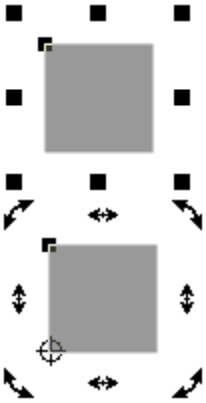
Select Member

To select an object which is a member of a group. (This is a special form of Select inside.) This can be done in the Selector Tool by ALT-CTRL-clicking on the object. Objects are said to be "inside" when they are members of a group. Normally, clicking on the object selects the group but ALT-CTRL-click selects the object inside the group containing the clicked object. That object may itself be a group and then further ALT-CTRL-clicks can be used to select members of that group, etc. When the last selected object was not a group, it cannot have any members and so the next ALT-CTRL-click will select the outermost group again. Select member also works inside blends and text. When any selected object is inside another one the status line shows, for example "2 shapes selected ("inside") " Some operations are unavailable when any selected object is inside another one. For more details, see Selecting objects in objects.

Select Under allows you to select an object which is underneath another object. This can be done in the Selector Tool by ALT-clicking on the top object. Select under is most useful when one object is completely covered by another one. Clicking on the top object selects the top object - ALT-clicking on the top object selects the object underneath.
If there are several objects covering each other, repeatedly using ALT-click selects the next object underneath the one that was last selected. When the last selected object is the one at the back, the next ALT-click will start at the top again and select the top object. For more details, see Selecting objects under objects.

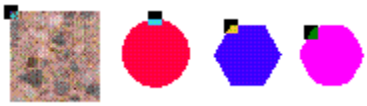
The **Selection** is all the currently selected objects. The selection is most often manipulated using the Selector Tool. For details on how to select objects, see Selecting objects.

Selection Handles are displayed when the Selector Tool is the current tool and selection handles have been enabled (See Enabling Selection Handles). They are displayed around the boundary of the selection and allow the selection as a whole to be scaled, rotated, skewed and stretched. They operate in two modes: Scale mode and Skew/Rotate mode.

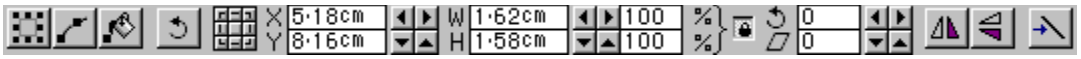


Selection Handles in Scale Mode **Selection Handles in Rotate/Skew Mode**

Selection Markers are small squares displayed on all selected objects.



The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Selector Tool, the Infobar looks like this :



Shade Colors are a type of named color which are lighter or darker shades of a parent color. The colors are linked so when the parent color is altered the shades alter too. This allows you to create a range of shades where changing one parent color alters the hue of all of them. Creating pictures using a set of shades gives great editing flexibility. For best results with shades, always make sure the parent color is a 'pure' color (saturation and value should be near 100%). For more information, see Creating shade colors.

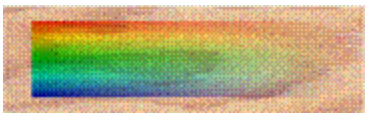
A **Shape** is a solid (or closed) object. The difference between a line and a shape is that a shape has no start or end. Because a shape is a closed object it can be filled with a color. A thickness can be applied to the outline of the shape. Xara Webster sometimes uses 'Shape' as shorthand for 'Line or Shape'. In PostScript terminology, a shape is a "closed path". Shapes can have two main attributes applied - a fill and a line color. The line color is the color used for the outline of the shape and the fill can be a simple color or a more complex fill (for example bitmap or fractal). For more details, see Drawing shapes.

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Shape Editor Tool, the Infobar looks like this :

Skewing is often called shearing and involves sliding the top (or side) of something to stretch it, without moving the opposite side. You skew objects using the Selector Tool. You can also skew fractal and bitmap fills and transparencies using the Fill Tool or the Transparency Tool. For more details, see Skewing objects.

Sliders allow values to be set by sliding a small button along a groove. They are sometimes referred to as 'trackbars'.

Stained Glass is one of the three types of transparency supported by Xara Webster; mix, stained glass and bleach. The effect is similar to viewing underlying objects through colored glass. It is useful for the simulation of glass. Technically, the process is subtractive, progressing towards saturated color. This process always makes the underlying colors darker. For more details see the Transparency Overview.



100% transparency	Completely transparent
0% transparency	Perfect color filter using the fill color(s)

Xara Webster locates a **Temporary directory** using the 'TEMP' environment variable. If this variable is not set to a proper directory, various features of the program, such as the remote index building in the library galleries, will not work.

The **Text Cursor** is displayed when the Text Tool is selected. The cursor shows you where characters will appear if you start typing or where editing will take place if the cursor is inside an existing text object. To move the cursor click the mouse where you want the cursor. No cursor is displayed if there is a selected text region. You can apply attributes to the text cursor which will be used when you type. For more details, see Creating new text.

A **Text Object** is one or more lines of text which can be moved and copied like any other object. The Text Tool allows you to edit the contents of text objects by typing new characters, changing the font, font size, etc. You can apply all the normal attributes to text objects, such as thick line widths, fills, dotted lines, color and even transparency. Text objects can be fitted to a curve and they remain editable in the Text Tool. If you use Select Member on a text object you first select the whole object, then a line of text in it, then a single text character in the line. Text objects come in three forms, simple, column and fitted to a curve. For more details, see Creating new text or the Text Overview.

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Text Tool, the Infobar looks like this :

Tiling is the way some fills, transparencies and bitmaps are duplicated across objects or the page. Here are some examples :

Bitmap Fills and Fractal Fills

- **Single Tile** places a single copy of the bitmap or fractal inside the filled shape. The shape may not be entirely covered by the bitmap or fractal. You can scale up the bitmap or fractal to fill the shape but the individual pixels may then be noticeable.
- **Repeating Tile** repeats the bitmap or fractal to fill the shape.
- **Repeat Inverted** is similar to Repeating Tile, but alternate tiles are reflected.

Tint Colors are a type of named color. They are based on another named color (called the parent color) but with the addition of white, so any changes made to the parent color will be reflected in the tint. They have these main uses:

- As a quick way to define new named colors. For example Pink could be defined as 50% Red.
- To create highlights of the parent color.

A tint can be based on any other named color, including another tint.

A **Tool** is much like a tool in normal life. It is used for a specific job. This program is divided into well-defined tools each of which has a specific purpose. When you choose a Tool, the Infobar changes to give you a set of options specific to that Tool leaving more editing area available. For more information on the Tools, see The Tools.

The **Toolbar** is a special control bar containing buttons for all the Tools available in Xara Webster. For more details, see The Tools. If you are using a small screen mode and you cannot see all the tools buttons, click here.

Tracking uniformly changes the spacing between all the characters in a region. (Note the difference between this and Kerning which adjusts the spacing between a pair of characters.) Tracking is often used to expand text to exactly fit an area of a document. Tracking is measured in em's (the width of an "M" in the current font and font size). For more details, see Changing text tracking.

The **transformation center** is the point/axis around which objects are skewed, flipped and rotated using the Selector Tool. The transformation center is only visible when the Selector Tool is in Rotate/Skew mode. For more information, see Moving the transformation center.

You can change the **transparency** of any object in a document. There are three types of transparency in Xara Webster - Mix, Stained glass and Bleach. There are also a wide range of transparency 'shapes' including circular and linear. Most of the transparency types are 'graduated transparencies', this means the level of transparency changes across the object. The level of transparency is measured in percentages. By combining transparency types and shapes with different fill colors and types you can create a wide range of effects and shading. Note that documents using transparent objects take longer to redraw on-screen. For more information, see the Transparency Overview.

Transparency Arrows let you control graduated transparency. The direction and length of the arrow directly control the direction and extent of the graduated transparency. The arrow has handles at either end which can usually be selected. The transparency set by the slider in the Transparency Tool Infobar is applied to the selected handles. For more details, see the Transparency Overview.

Transparency Handles are the handles at the ends of the Transparency arrow. Drag the handles to change the direction and size of the graduated transparency. Select a handle and drag the slider on the Transparency Tool Infobar to change the amount of transparency applied. To easily swap between the start and end handles, press TAB.

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Transparency Tool, the Infobar looks something like this :

TrueType is a type of font format. There are two main formats in use: TrueType and Adobe Type Manager (ATM). Xara Webster supports both types.

Xara Webster allows you to **Undo** your most recent changes to a document. Undo allows you to get rid of changes which you've applied mistakenly to your document, which went wrong or which you simply don't like the look of. Undo is a very powerful tool when combined with Redo because it gives you the freedom to experiment with a drawing, secure in the knowledge that you can always undo any changes or if you eventually decide you do actually like the changes, to redo them again.

The **Value** color component is used in the HSV (Hue, Saturation, Value) color model, which is an intuitive color model most often used by artists.
Value (sometimes called Brightness) represents how dark or light the color is. A value of 0% makes any color completely black, while a value of 100% is as bright as the color can be made.

Vector Format files describe a picture as a list of drawing instructions. This has two advantages over Bitmap formats:
1. The instructions can be scaled to work at any size.
2. The list can be edited to add, remove or alter any part of the drawing very easily.

A **View** is a window showing a document in a particular way. You can have more than one View open onto a document. For instance, you could have two Views onto different areas of the same document, two views showing the same document at different zoom factors or at different Quality settings. Views are sometimes called Windows.

A **Web Address** specifies a page on the Internet. **http://www.xara.com/** is the Web Address for the Internet home of Xara Ltd. Web addresses are also called URL's, Shortcuts and Hotlinks. For more information, see Adding web addresses to objects. For more details on how web addresses work, see the Web Address Overview.

The **World Wide Web** is a part of the Internet. It consists of millions of pages of information containing text and graphics. You can move between pages on the World Wide Web by clicking on areas of text or graphics. You can also search the entire web.

Xara WEB Format is a new graphics format. WEB files are very similar to CorelXARA's XAR files but they do not contain as much information. This makes them far smaller and ideal for publication on the World Wide Web using the Xara plug-in for Netscape Navigator and Microsoft Internet Explorer. Xara WEB files can be edited just like XAR files so you don't need to create bitmaps copies of all your graphics to put them on the Internet. As Xara WEB files are vector files you can zoom into a WEB file at over 25,000% without loss of quality. For more details, see the Xara WEB File Overview.

The **Zoom** level of a View lets you see a document in close up or at a distance. You can think of the zoom level being like a magnifying glass whose strength you can vary. When you look at your document with a zoom level of anything other than 100%, you are looking at it through a magnifying glass. But note that changing the Zoom level only changes your view onto the document - it does not change the size of the document or anything in it.

The Infobar is a special control bar which changes depending on which tool you have selected. If you choose the Zoom Tool, the Infobar looks like this :

{button A,JI(`xara.hlp',`IDH_Definition_A')} {button B,JI(`xara.hlp',`IDH_Definition_B')} {button C,JI(`xara.hlp',`IDH_Definition_C')} {button D,JI(`xara.hlp',`IDH_Definition_D')} {button E,JI(`xara.hlp',`IDH_Definition_E')} {button F,JI(`xara.hlp',`IDH_Definition_F')} {button G,JI(`xara.hlp',`IDH_Definition_G')} {button H,JI(`xara.hlp',`IDH_Definition_H')} {button I,JI(`xara.hlp',`IDH_Definition_I')} {button J,JI(`xara.hlp',`IDH_Definition_J')} {button K,JI(`xara.hlp',`IDH_Definition_K')} {button L,JI(`xara.hlp',`IDH_Definition_L')} {button M,JI(`xara.hlp',`IDH_Definition_M')} {button N,JI(`xara.hlp',`IDH_Definition_N')} {button O,JI(`xara.hlp',`IDH_Definition_O')} {button P,JI(`xara.hlp',`IDH_Definition_P')} {button Q,JI(`xara.hlp',`IDH_Definition_Q')} {button R,JI(`xara.hlp',`IDH_Definition_R')} {button S,JI(`xara.hlp',`IDH_Definition_S')} {button T,JI(`xara.hlp',`IDH_Definition_T')} {button U,JI(`xara.hlp',`IDH_Definition_U')} {button V,JI(`xara.hlp',`IDH_Definition_V')} {button W,JI(`xara.hlp',`IDH_Definition_W')} {button X,JI(`xara.hlp',`IDH_Definition_X')} {button Z,JI(`xara.hlp',`IDH_Definition_Z')}
Click a button to move to a section

- A -
Alignment
Animated GIF File
Anti-Aliasing
Application Control Menu
Apply Inside
Aspect Ratio
ATM
Attribute
- B -
Bar
Bitmap
Bitmap Fill
Bitmap Transparency
Bleach Transparency
Blend
Bounding Box
Bounds Creation
Button Palette
- C -
Circular Fill
Circular Transparency
Clipboard
Color Model
Compound Object
Contone
Control Bar
Current Attribute
Current Fill Attribute
Curve Handle
- D -
Default Bitmap
Diameter Creation
Dithering
Docked
Document
Document Control Menu
- E -
Edit Handle
Ellipse Tool Infobar
Elliptical Fill
Elliptical Transparency
em
- F -
File Format
Fill
Fill Arrow
Fill Handle
Fill Tool Infobar
Flat Fill
Flat Transparency
Flip
Floating
Folder
Font
Fractal Cloud Fill

Fractal Cloud Transparency
- G -
Gallery
GIF
Grayscale Bitmap
Grid
Group
- H -
Handle
HSV
Hue
- I -
Image map
Infobar
Interlacing (GIF)
Inter-line Spacing
- J -
JPEG
- K -
Kern
Keyword
- L -
Line
Linear Fill
Linear Transparency
Linked Color
Local Color
- M -
Mirroring
Mix Transparency
Mold
- N -
Named Color
Normal Color
- O -
Object
Optimized Palette
Outlining
- P -
Page
Panning
Panose
Point Handle
Push Tool Infobar
- Q -
Quality
QuickShape
QuickShape Tool Infobar
- R -
Radius Creation
Redo
Redraw
Rectangle Tool Infobar
Rendering
RGB
Rotate/Skew Mode
- S -
Saturation
Scale
Scale Mode
Select Inside
Select Member
Select Under
Selection
Selection Handle
Selection Marker
Selector Tool Infobar
Shade Color
Shape
Shape Editor Tool Infobar

Skew
Slider
Stained Glass Transparency
- T -
Temporary Directory
Text Cursor
Text Object
Text Tool Infobar
Tiling
Tint Color
Tool
Toolbar
Tracking
Transformation Center
Transparency
Transparency Arrow
Transparency Handle
Transparency Tool Infobar
TrueType
- U -
Undo
- V -
Value
Vector Format
View
- W -
Web Address
World Wide Web
- X -
Xara WEB Format
- Z -
Zoom
Zoom Tool Infobar

Delete (Edit Menu) DELETE

Delete removes the selection from the document. Unlike Cut, Delete does not copy the selection to the clipboard, the clipboard is not affected in any way by Delete. A Delete operation can be reversed using Undo. For more details, see Deleting objects.

Tip

To delete an object quickly, right-click on it to open the pop-up menu and choose Delete.

Deleting control bars

Creating, deleting and reordering control bars are an important way of customizing Xara Webster to your individual requirements.

To delete a control bar

1. On the Window menu choose Control Bars. This opens the Control Bars dialog box.
2. Click on the name of the control bar in the dialog box.
3. Click the Delete button. You are asked to confirm you want to delete the control bar.

Tips

A quick way to delete a control bar is to drag it away from the edge of the main window so it becomes a floating bar in its own window and then click the close button.

You cannot delete the Infobar or the button palette.

To restore the factory settings

1. Open the Control Bars dialog box using the Window menu.
2. Click the Reset button.

Tip

This is useful if you accidentally delete a control bar.

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

Deleting frames

Xara Webster uses frames to create animated GIF files. Deleting a frame removes it from the animation.

To delete a frame

1. From the Utilities menu, choose Frame Gallery.
2. Click on the name of the frame you want to delete. This selects it.
3. Click the Delete button. You are warned if there are objects in the frame.

Tip

You can quickly delete a frame by right-clicking on it in the Frame Gallery to open the pop-up menu and choosing Delete.

Deleting named colors

Xara Webster lets you delete one or more named colors from the Color Gallery and Color Line.

To delete a named color

1. From the Utilities menu, choose Color Gallery.
2. Select the color in the Color Gallery (see Selecting items in a gallery).
3. Click the Delete button in the gallery.

Note

If any of the selected named colors is in use in the document, you are asked to confirm the deletion. If you choose to delete the used colors, any objects previously using these colors will look the same, but will now have local colors applied.

Related Topics

Named colors
Colors overview
Color Line overview

Color Gallery overview

Deleting objects

You can delete any type of object to remove them from a drawing.

To delete objects

1. Select the objects (see Selecting objects).
2. From the Edit menu, choose Delete.

Tips

- You can also select the objects then press the Delete key on the keyboard.
- Deleting objects does not put them on the clipboard. If you want to remove an object and leave it on the clipboard, use Cut.
- You can recover deleted objects using undo. See Undoing and redoing operations.

Related Topics

Cutting

Pasting

Deleting points on lines and shapes

Once you have drawn a line or shape, you can remove individual point handles from it.

To delete points on lines and shapes

1. Select the line or shape (see Selecting objects).
2. Choose the Shape Editor Tool.
3. Select the point handles.
4. Click the Delete Point(s) Button on the Shape Editor Tool Infobar.

Tip

To quickly delete points, right click on one of the selected points to open the pop-up menu and choose Delete Points.

{button ,KL(`point handles',0,`____No_Topics_Found',`')} Related Topics

Deselect All Points

This option on the Point Handle pop-up menu deselects all point handles which are currently selected.

Deselecting all objects

Sometimes you may need to deselect every object in your drawing.

To deselect all objects

From the Edit menu, choose Clear Selection.

Tips

- You can also press ESC (Escape).
- You can also choose the Selector Tool and click on a blank area of the page.

Deselecting all point handles

Sometimes you may need to deselect all the point handles on the selected lines and shapes.

To deselect all point handles

1. Select the line or shape.
2. Choose the Shape Editor Tool.
3. Do one of the following :

- CTRL-SHIFT-click on a selected point handle.
- SHIFT-click away from the line or shape.

{button ,KL(`tools,shape editor tool',0,`____No_Topics_Found',`')} Related Topics

Deselecting objects

When you have selected objects and you no longer need them selected, you can deselect them all or deselect them one by one.

What do you want to do?

Deselect selected objects
Deselect all objects

{button ,KL(`selecting,objects;tools,selector tool;selector tool',0,`____No_Topics_Found',`')} Related Topics

Deselecting selected objects

If you have selected an object or several objects you can easily deselect one or more of the objects.

To deselect selected objects

1. Choose the Selector Tool.
2. SHIFT-click on each selected object to swap it from being selected to not being selected.

SHIFT-Click to swap the object under the mouse pointer between selected and not selected

---

{button ,KL(`tools,selector tool',0,`____No_Topics_Found',`')} Related Topics

Displaying and hiding control bars

You can turn any of the control bars off if you do not need them and you can also display other bars.

To enable a control bar

1. From the Window menu, choose Control Bars.
2. In the dialog box, click the check box next to the control bar you want to display.

Tip

You can create your own, custom control bars. See Creating new control bars.

Web Link

Movie

Displaying the grid

The grid is useful for aligning objects especially as you can make grid points magnetic.

To display the grid

From the Window menu, choose Show Grid.

Tip

You can also right-click on the page to open the pop-up menu and choose Show Grid.

{button ,KL(`grid',0,`____No_Topics_Found',`')} **Related Topics**

Document Info (File Menu)

Document Info on the File Menu opens the Document Information dialog box which displays information about the current document. It also contains a comments field which you can use to add a title, description and keywords to the document.

- **Location.** The folder where the file is located.
- **File Name.** The name given to the document.
- **Created.** The time and date when the document was created.
- **Last Saved.** The time and date when the document was last saved.
- **Memory Used.** The total memory used by the document.
- **Undo Size.** The amount of memory used by undo information. See Undo.
- **Undo Steps.** The number of undo steps stored.
- **Number of Bitmaps.** The total number of bitmap in the current document.
- **Bitmap Size.** The amount of memory used by bitmaps in the current document.
- **Number of Fractals.** The total number of fractal fills and fractal transparencies in the document.
- **Fractal Size.** The amount of memory used by fractals
- **Number of Objects.** The total number of objects in the document.
- **Number of Selected Objects.** The total number of objects in the Selection.
- **Document Fonts.** This drop-down list contains a full list of all the fonts contained in the document. If the document uses a font not currently installed on your PC, an asterisk (*) will appear next to the font name.
- **Comments.** The comments field allows details about the file to be added to the document. It can also be used for adding keywords and a title to a file which is then displayed in the Clipart Gallery. Note that the first line of this field is stored as the description of the file and will be displayed in the Clipart Gallery if the file is added to it.

Related Topics

Documents
Adding titles, descriptions and keywords

Clipart Gallery overview

Drawing a light source

Bleach transparency is ideal for drawing bright light sources.

To draw a light source

1. Draw a large rectangle covering the entire drawing (see Drawing rectangles & squares).
2. Flat fill it with the required light source color (see Changing an object's fill color).
3. The rectangle should already be selected. If not, select it.
4. Choose the Transparency Tool.
5. Apply a circular transparency to the rectangle (see Applying circular transparency).
6. Change the transparency type to Bleach.
7. Clone the rectangle (this improves the look of the effect) and group with the original.

Tip

Cover the whole drawing with the rectangle containing the light source transparencies. This lets you experiment with which area of the drawing is affected by the light source.

Related Topics

Transparency Tool
Copying objects

Grouping objects

Drawing ellipses and circles

You can draw ellipses and circles using either the Ellipse Tool or the QuickShape Tool. (The Ellipse Tool is generally more convenient to use.)

To draw an ellipse or circle

1. Choose the Ellipse Tool or QuickShape Tool. (If you use the QuickShape Tool**,** click the Ellipse button on the QuickShape Tool Infobar)
2. To draw an **ellipse** select the Bounds Creation Button on the Infobar. Drag diagonally to create the ellipse.
3. To draw a **circle** select either

- Click the Radius Creation Button on the Infobar. Create the circle by dragging from the center outwards.
- Click the Diameter Creation Button on the Infobar. Create the circle by dragging across the diameter of the circle.

Tips

- Holding down CTRL during a By Bounds drag creates a circle instead of an ellipse.
- Holding down SHIFT during the drag forces creation from the center of the ellipse or circle.

Web Link

QuickShapes

Movies

{button ,KL(`tools,ellipse tool;tools,quickshape tool;quickshapes,overview',0,`____No_Topics_Found',`')} Related Topics

Drawing lines

The Shape Editor is the main tool for creating and editing lines and shapes.

To create a line with the Shape Editor Tool

1. Ensure no lines or shapes are selected (see Selecting objects).
2. Choose the Shape Editor Tool.
3. Move the mouse pointer to where you want to start the line. Click to create a point handle.
4. Move the pointer to the next position around the line. Click again. This draws a **line segment** between the two points.
5. Repeat step 4 as necessary to draw the complete line.

As you are drawing the shape:

- To create a straight line segment, first click the Straight lines button on the Shape Editor Tool Infobar (or press S).
- To create a curved line segment, first click the Curved lines button on the Infobar (or press C).

Tips

- If you do not deselect lines and shapes in step 1, you might accidentally extend an existing line. See Extending lines.
- You can adjust the line by dragging the point handles either as you draw or after you finish.
- Holding down CTRL as you drag, constrains movement of the handle to certain angles. For information on changing the constrain angle, see Changing the constrain angle.
- You can create a shape by ending the line over the start point. A '+' by the mouse pointer shows when you are over the start point.
- If you want to change the thickness of the line, see Changing line thickness.

Web Link

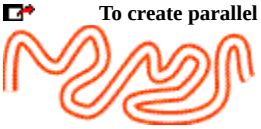
Movie

{button ,KL(`lines;tools,shape editor tool',0,`____No_Topics_Found',`')} Related Topics

Drawing parallel lines

Parallel lines have many uses for drawings such as maps. You can easily create accurate, parallel lines using Xara Webster.

To create parallel lines



1. Draw a line along the path of the parallel lines. See Drawing lines.
2. Set it to the color (red in the example) you want the two lines. See Coloring objects.
3. Set its line thickness. See Changing line thickness. The thickness should be the width across the two parallel lines. That is, the width of the two parallel lines plus the gap between them.
4. Clone the line. See Copying objects.
5. Set the line color of the clone to the background color. (White in the example.)
6. Reduce the line thickness of the clone to that of the gap between the parallel lines.

Tip

Group the two lines so they always move together. See Grouping objects.

Drawing polygons

The QuickShape Tool lets you create **regular** polygons quickly and easily. To create an **irregular** polygon, see Drawing shapes.

To draw a polygon

1. Choose the QuickShape Tool.
2. Set the required number of sides in the Number of sides field on the QuickShape Tool Infobar. (If there are any QuickShapes selected, press ESC first to deselect them.)
3. To draw a non-symmetrical polygon, select the Bounds Creation Button on the Infobar. Drag diagonally to create the polygon.

   To draw a symmetrical polygon select either

   - the Radius Creation Button on the Infobar . Create the polygon by dragging from the center outwards.
   - the Diameter Creation Button on the Infobar. Create the polygon by dragging across the diameter of the polygon.
4. If you want the polygon to have rounded corners, click the Curved Corners button on the Infobar.

Tips

- Hold down CTRL during a radius and diameter drags to constrain the polygon to multiples of the constrain angles. To change the constrain angle, see Changing the constrain angle.
- Hold down CTRL during a bounds drag to create a symmetrical polygon.
- Hold down SHIFT during the drag to create the polygon from the center outwards.
- It may be more convenient to use the Rectangle Tool to create rectangles and squares.

Web Link

QuickShapes

Movies

{button ,KL(`tools,quickshape tool;polygons;tools,rectangle tool',0,`____No_Topics_Found',`')} **Related Topics**

Drawing rectangles and squares

You can draw rectangles and squares using either the Rectangle Tool or the QuickShape Tool. (The Rectangle Tool is generally more convenient to use.)

To draw a rectangle or square

1. Choose the Rectangle Tool or QuickShape Tool. (If you use the QuickShape Tool, click the Polygon Button on the QuickShape Tool Infobar and set the Number of sides field to 4.)
2. To draw a **rectangle** select the Bounds Creation Button on the Infobar. Drag diagonally to create the rectangle.
   To draw a **square** select either
   - the Radius Creation Button on the Infobar. Create the square by dragging from the center outwards.
   - the Diameter Creation Button on the Infobar. Create the square by dragging across the diagonal of the square.

Tips

- Holding down CTRL during Radius and Diameter drags constrains the polygon to multiples of the constrain angles. To change the constrain angle, see Changing the constrain angle.
- Holding down CTRL during a By Bounds drag creates a square instead of a rectangle.
- Holding down SHIFT during the drag forces creation from the center of the rectangle or square.

{button ,KL(`tools,rectangle tool;tools,quickshape tool;quickshapes,overview;rectangles;squares',0,`____No_Topics_Found',`')}

Related Topics

Drawing shapes

The Shape Editor is the main tool for creating and editing shapes.

To create a shape with the Shape Editor Tool

1. Ensure no lines or shapes are selected (see Selecting objects).
2. Choose the Shape Editor Tool.
3. Move the mouse pointer to where you want to start drawing. Click to create a point handle.
4. Move the pointer to the next position around the edge of the shape. Click again. This draws a **line segment** between the two points.
5. Repeat step 4 as necessary to draw the outline of the shape.
6. To complete the shape click on the start point. A '+' by the mouse pointer shows when you are over the start point.

As you are drawing the shape:

- To create a straight line segment, first click the Straight lines button on the Shape Editor Tool Infobar (or press S).
- To create a curved line segment, first click the Curved lines button on the Infobar (or press C).

Tips

- If you do not deselect lines and shapes in step 1, you might accidentally extend an existing line. See Extending line.
- You can adjust the shape by dragging the point handles either as you draw or after you finish.
- Holding down CTRL as you drag, constrains movement of the handle to certain angles. For information on changing the constrain angle, see Changing the constrain angle.
- In step 6 you can also press RETURN to complete the shape.
- You can draw rectangles and squares using the Rectangle Tool; ellipses and circles using the Ellipse Tool and regular polygons and stars using the QuickShape Tool.

Web Link

Movie

{button ,KL(`tools,shape editor tool;shapes',0,`____No_Topics_Found',`')} Related Topics

Drawing star-shaped polygons

The QuickShape Tool lets you create starred polygons quickly and easily.

To draw a starred polygon

1. Choose the QuickShape Tool.

2. Click on the Star Button on the QuickShape Tool Infobar (If there are any QuickShapes selected, press ESC first to deselect them.)

3. To draw a non-symmetrical polygon, select the Bounds Creation Button on the Infobar. Drag diagonally to create the polygon.

To draw a symmetrical polygon select either

the Radius Creation Button on the Infobar . Create the polygon by dragging from the center outwards.

the Diameter Creation Button on the Infobar. Create the polygon by dragging across the diameter of the polygon.

4. If you want the polygon to have rounded corners, click the Curved Corners button on the Infobar.

Tips

Hold down CTRL during a radius and diameter drags to constrain the polygon to multiples of the constrain angles. To change the constrain angle, see Changing the constrain angle.

Hold down CTRL during a bounds drag to create a symmetrical polygon.

Hold down SHIFT during the drag to create the polygon from the center outwards.

Web Link

QuickShapes

Movies

{button ,KL(`polygons;tools,quickshape tool;',0,`____No_Topics_Found',`')} **Related Topics**

Duplicate (Edit Menu) CTRL+D

Duplicate creates a copy of the selection a certain distance from the original. After the copy has been created, it is selected and the original deselected.

Tips

To duplicate an object quickly, right-click on it to open the pop-up menu and choose Duplicate

For information on how to change the distance, see Changing the duplication distance.

Web Link

Movie

{button ,KL(`objects,copying',0,`____No_Topics_Found',`')} Related Topics

Edit Control Bar

Cut
Copy
Paste
Paste Attributes
Paste in Same Position
Select All
Clear Selection
Duplicate
Clone

{button ,KL(`control bars',0,`____No_Topics_Found',`')} **Related Topics**

Edit Menu

- Undo
- Redo

- Cut
- Copy
- Paste
- Paste Attributes
- Delete
- Select All
- Clear Selection

- Duplicate
- Clone

Editing colors in HSV

Normal colors and linked colors can be edited in several color models. HSV is one of these.

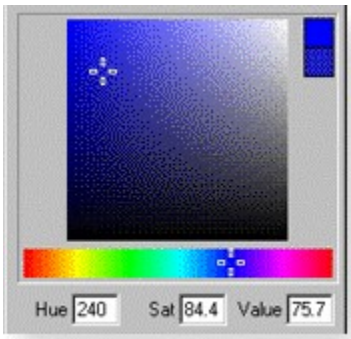
To edit a color in HSV

1. Choose Color Editor from the Utilities menu.

2. Choose the color you want to edit from the menu or drag-and-drop it onto the Color Editor.

3. Right-click on the Color Editor and select HSV.

The HSV (Hue, Saturation, Value) model is often found to be the most intuitive color model.



Hue represents the edge of a circle, hence both ends are red. The Hue is an angle around the circle and can be entered in the Hue field.
The marker in the square panel represents the Saturation and Value components of the color. These values can also be entered in fields under the color strip.
To move only horizontally and vertically (not diagonally) hold down CTRL while dragging.

Note

You can type in values for Saturation or Value either as percentages (0-100%) or decimal (0-255). For decimal values follow the number with **d** (**127d**).

Hue is an angle 0-360. (0 and 360 are the same.)

If you are editing a linked color, some of the values will be constrained by white boundaries (shown on the editing area) depending on the inheritance scheme in use. If the Hue has been inherited, the marker on the Hue line will be bound by a white circle and cannot be moved.

{button ,KL(`color editor overview',0,`____No_Topics_Found',`')} **Related Topics**

Editing colors in RGB

Normal colors and linked colors can be edited in several color models, one of which is RGB.

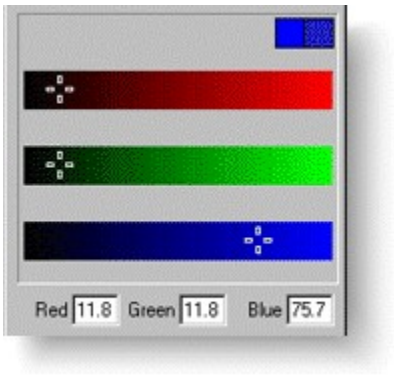
To edit a color in RGB

1. Choose Color Editor from the Utilities menu.

2. Choose the color you want to edit from the menu or drag-and-drop it onto the Color Editor.

3. Right-click on the Color Editor and select RGB.

When you edit a color using the RGB color model, the Color Editor looks like this :



4. Either drag the white crosses on the color strips or type in values.

Notes

You can type in values either as percentages (0-100%) or decimal (0-255). For decimal values follow the number with **d** (**127d**).

If you are editing a linked color, some of the values will be constrained by white boundaries (shown on the editing area) depending on the inheritance scheme in use.

{button ,KL(`color editor overview',0,`____No_Topics_Found',`')} **Related Topics**

Editing text

There are two editing modes used with the Text Tool. You can either change the text using the text cursor or by changing a selected region of text

To edit text with the text cursor

1. Choose the Text Tool.
2. Click in the text object to insert the text cursor.
3. Edit the text as required (see List of Text Tool Key Shortcuts).

To edit text selections

When a region of text has been selected (see Selecting text) you can :

- Apply attributes to the selected region - see Applying attributes to text
- Replace the selected region by typing new text.

To scale and stretch text

You can use either the Text Tool (see Changing the size of text or Changing the aspect ratio of text) or the Selector Tool (see Scaling objects or Stretching objects).

For information on changing the width of a column text object, see Resizing column text.

Tip

- Whenever the text cursor is moved it takes on the attributes of the character to its left.

{button ,KL(`tools,text tool;text objects',0,`____No_Topics_Found',``)} Related Topics

Ellipse Tool - Bounds Creation Button

The Bounds Creation button on the Ellipse Tool Infobar selects Bounds Creation.

{button ,KL(`tools,ellipse tool;ellipses',0,`____No_Topics_Found',`')} **Related Topics**

Ellipse Tool - Diameter Creation Button

This button on the Ellipse Tool Infobar selects Diameter Creation.

{button ,KL(`tools,ellipse tool;ellipses',0,`____No_Topics_Found',`')} Related Topics

Ellipse Tool - Mode Indicator

This indicator on the Ellipse Tool Infobar displays the 'mode' of the tool. It displays one of the following :

New:
Any changes you make to the controls on the Infobar will apply to all subsequent ellipses you draw.

Change:
The selection contains at least one elliptical QuickShape. Changes made to the Infobar fields alter the selected ellipse(s).

{button ,KL(`tools,ellipse tool;ellipses',0,`____No_Topics_Found',`')} **Related Topics**

Ellipse Tool - Parameters Field

These fields on the Ellipse Tool Infobar allow the accurate editing of elliptical QuickShape parameters. From the drop-down list choose either

- The width and height of the ellipse,
- The coordinates of the center of the ellipse.

Alter the values by typing into the edit fields and pressing RETURN or using the arrow buttons.

{button ,KL(`units,overview;tools,ellipse tool;ellipses',0,`____No_Topics_Found',`')} Related Topics

Ellipse Tool - Radius Creation Button

This button on the Ellipse Tool Infobar selects Radius Creation.

_____

{button ,KL(`tools,ellipse tool;ellipses',0,`____No_Topics_Found',`')} Related Topics

Ellipse Tool SHIFT+F4

The Ellipse Tool creates and edits elliptical and circular QuickShapes. It is a customized version of the QuickShape Tool. For information about QuickShapes, see the QuickShapes Overview.

Ellipse Tool Infobar Controls

Bounds Creation

Diameter Creation

Radius Creation

Mode Indicator

Parameters

Ellipse Tool Operations

- Drawing ellipses and circles
- Rotating ellipses
- Scaling ellipses
- Stretching ellipses
- Changing a polygon into an ellipse
- Changing a rectangle into an ellipse
- Changing an ellipse into a polygon

Enabling edit handles

Edit handles allow you to edit an object's shape with the Selector Tool.

To enable edit handles

1. Choose the Selector Tool.
2. Depress the Edit Handles button on the Selector Tool Infobar or press the 2 key.

{button ,KL(`tools,selector tool;edit handles',0,`____No_Topics_Found',`')} **Related Topics**

Enabling fill handles and fill arrows

Fill handles and fill arrows are used to edit fills in the Fill Tool. If they are enabled in the Selector Tool, you can also use the Selector Tool to edit fills.

To enable fill handles and fill arrows

1. Choose the Selector Tool.
2. Depress the Fill Handles button on the Selector Tool Infobar or press the 3 key on the main keyboard.

{button ,KL(`tools,selector tool;fill handles;fill arrows',0,`____No_Topics_Found',`')} **Related Topics**

Enabling grid snapping

With grid snapping enabled, you can snap objects to the on-screen grid.

To enable grid snapping

From the Window menu, choose Snap to Grid.

Tip

You can also enable grid snapping by pressing '.' on the numeric keypad.

Web Link

Movie

{button ,KL(`grid',0,`____No_Topics_Found',`')} **Related Topics**

Enabling selection handles

Selection handles are used in the Selector Tool and allow objects to be resized, scaled, rotated and skewed.

To enable selection handles

1. Choose the Selector Tool.
2. Depress the Selection Handles button on the Selector Tool Infobar or press the 1 key.

{button ,KL(`tools,selector tool;selecting,selection handles',0,`____No_Topics_Found',`')} **Related Topics**

Exit (File Menu)

Choosing Exit from the File menu will close the program. If you have changed any documents, Xara Webster will ask you if you want to save them to disc before the program closes. You can also exit Xara Webster by doing one of the following:

- Open the application control menu, (press ALT+SPACEBAR) and choose Close.
- Double-click the Application Control-menu box.

If you are editing a drawing which is embedded in a document in another program, this menu item reads "Exit and Return to DocumentX" where DocumentX is the document in the other program. Selecting this item will return you to the other program after updating the drawing in the document.

Export (File Menu) CTRL+SHIFT+E

Select Export from the File menu to export your document in any of a wide variety of file formats (see the List of Supported File Formats for a complete list).

Show Preview in Options

This only applies when exporting bitmaps. It is dimmed for Wizard Template and Image Map exports. It also applies when saving JPEGs from the Bitmap Gallery.
With this option selected, a Preview is automatically generated when you open the Bitmap Export dialog box (when you click Save). This can take a few seconds especially on slower machines. You may prefer to deselect this option and only generate the preview when you click the Preview button in the Bitmap Export dialog box.

Show Preview Bitmap

If you select this option, .web and .xar files will show a preview in the right-hand pane when you click on them.

Note

If you want to export an animated GIF file, use Export Animated GIF on the File menu.

Export Animated GIF (File Menu)

Select this item to export all the frames in the Frame Gallery to create an animated GIF file. For more details, see Creating animated GIF files.

Note

This option is dimmed unless there are at least two frames in the Frame Gallery as you need at least two to create an animation.

{button ,KL(`animated GIF files;frames;',0,`____No_Topics_Found',`')} Related Topics

Exporting image maps

When you export bitmap files you can create an image map to go with them. You can either create the image map on its own or you can create it at the same time you export the bitmap. For more information see Image maps overview.

To export an image map

1. From the File menu, choose Export.
2. Set the File Type to "Image Map".
3. Type in a file name and click Export.
4. Enter the image map option. For more details, click the Help buttons in the dialog box.

This is most useful when you want to create an image map for an existing bitmap.

To export an image map at the same time as a bitmap

Simply export the bitmap as normal, but in the export options, set up the image map options in the Image Map section. For more help, click the Help button in that dialog box.

Extending lines

After you have finished drawing a line you can extend it at any time.

To extend a line with the Shape Editor Tool

1. Select the line (see Selecting objects).
2. Choose the Shape Editor Tool
3. Click on the point handle on the end of the line you wish to extend.
4. The Shape Editor Tool can now be used as normal to draw lines - the first segment of which will be connected to the existing line.

Tip

You can also select point handles using the Selector Tool if edit handles have been enabled - see Enabling edit handles.)

{button ,KL(`tools,shape editor tool;lines',0,`____No_Topics_Found',`')} Related Topics

File Control Bar

	Close
	Save
	Save As
	Import
	Import from Web
	Export
	Document Info

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

File Loading Troubleshooter

If you experience problems opening or importing files :

- Check the file can be loaded by other programs.
- Check that the file format is supported, see the List of Supported File Formats.

{button ,KL(`importing',0,`____No_Topics_Found',`')} Related Topics

File Menu

- New
- Open
- Close

- Save
- Save As

- Import
- Import from Web
- Export
- Export Animated GIF

- Document Info

- 1,2,3,4 (recently loaded files list)

- Exit

Fill Gallery (Utilities Menu) SHIFT+F11

The Fill Gallery item on the Utilities menu and the Fill Gallery button open the Fill Gallery if it is closed and close it if it is open. The button remains pressed in if the gallery is open. For more details, see the Fill Gallery Overview.

Fill Gallery - Background

Clicking this button sets the selected fill as the page background. For more details, see Changing the background.

Fill Gallery - Disc Fills Button

Disc fills...

The Disc Fills button in the Fill Gallery opens a modified Open dialog box that lets you choose the directory containing the library. Usually you would read the directory directly from the Xara Webster CD, but you can copy the library onto a hard disc if required and use Disc Fills to use the fill bitmaps. See Adding fills to the fill gallery.

{button ,KL(`fill gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Fill Gallery - Empty Web Fonts Cache

When you download files from the Internet with the galleries, the files are kept in a 'cache'. If you later use a file you have previously downloaded it is taken from the cache rather than being downloaded again. If you want to free up some disc space, you can empty the cache for the Fill Gallery using this option.

Fill Gallery - Fill Button

The Fill button in the Fill Gallery imports and applies the selected bitmap as a bitmap fill to the selection. If no objects are selected, the current fill attribute is set to a bitmap fill using the selected bitmap.
You can also drag-and-drop a fill bitmap onto an object to apply it as a fill or double-click it to apply it to all the objects selected. CTRL-double-clicking closes the gallery afterwards.

{button ,KL(`fill gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Fill Gallery - Get Fills

Click this button and Xara Webster will connect to the Internet and download any new fills.

Web Link

Downloading items

Fill Gallery - Import Button

The Import button in the Fill Gallery imports the selected bitmap(s) into the selected document resulting in it appearing in the Bitmap Gallery (see the Bitmap Gallery Overview). You can also drag-and-drop the bitmap onto a blank part of the page to import it.

{button ,KL(`fill gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Fill Gallery - Options Button

Options...

Clicking the Options button in the Fill Gallery opens a menu containing the following options :

- Disc Fills
- Empty Web Fills Cache
- Find
- Sort
- Icon Size

{button ,KL(`fill gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Fill Gallery - Pop-up Menu

Right-clicking on the Fill Gallery opens the pop-up menu which contains the following options :

Import	Identical to the Import button.
Apply as a Fill	Identical to the Fill button.
Apply as Transparency	Identical to the Transparency button.
Download	Downloads the select fill
Remove Section	Identical to the Remove button.
Set page background	Identical to the Background button
(Un)Fold Section	Folds up or unfolds the current section.
Previous Section	Moves to the start of the previous section.
Next Section	Moves to the start of the next section.

{button ,KL(`fill gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Fill Gallery - Remove Button

Remove

The Remove button in the Fill Gallery removes the selected sections from the gallery. You will be asked to confirm the operation.

{button ,KL(`fill gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Fill Gallery - Stop Loading

If Xara Webster is downloading thumbnails from the Internet it can take some time. If you want to stop it downloading and carry on later, click this button.

Fill Gallery - Transparency Button

Transp

The Transparency button in the Fill Gallery imports and applies the selected bitmap as a bitmap transparency to the selection. If no objects are currently selected, the current transparency attribute is set to a bitmap transparency using this bitmap. This means all subsequent objects drawn will have the selected bitmap applied as a transparency.

{button ,KL(`fill gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Fill Gallery Overview

SHIFT+F11

The Fill Gallery contains bitmap textures suitable for use as bitmap fills and bitmap transparencies. These bitmaps are not loaded into memory - only when one is used is it loaded.
Fill bitmaps are normally loaded from the Xara Webster CD, but you can change to a different drive. You can also add textures to the gallery.

Import	Import	Import the fill as a bitmap.
Fill	Fill	Apply the bitmap as a bitmap fill.
Transp	Transp	Apply the bitmap as a bitmap transparency.
Get fills...	Get Fills	Download fills from the Internet.
	Background	Set the select fill as the page background.
Remove	Remove	Remove the selected gallery sections.
	Disc Fills	Add more fills to the gallery from your hard drive.
Options...	Options	Fill Gallery options.
	Stop Loading	Stop downloading thumbnails.

Many operations using the Fill Gallery are made easier by the Fill Gallery Pop-up Menu.

Display Options

- Large Icons
- Full Information
- Small Icons

Web Link

Downloading items

Bitmap backgrounds to web pages

{button ,KL(`fills;galleries',0,`____No_Topics_Found',`')} Related Topics

Fill Tool - Bitmap Field

The Bitmap field on the Fill Tool Infobar sets the bitmap used in bitmap filled object(s) in the selection.

Note
This field only appears on the Fill Tool Infobar when the current Fill Type is set to Bitmap.

{button ,KL(`tools,fill tool;bitmap fills,changing bitmap in',0,`____No_Topics_Found',`')} Related Topics

Fill Tool - Bitmap Fill Color Field

The Bitmap Fill Color field on the Fill Tool Infobar displays the color applied to the currently selected fill handles.

Notes

- This field only appears on the Infobar when the selection contains one bitmap fill.
- This field shows 'Many' if the currently selected fill handles have different colors applied.

{button ,KL(`tools,fill tool;bitmap fills,changing palette in',0,`____No_Topics_Found',`')} Related Topics

Fill Tool - Bitmap and Fractal Fill Resolution Field

The Resolution field on the Fill Tool Infobar sets the resolution (the size) of the currently selected bitmap/fractal cloud fill. You can change the resolution by:

- Scaling the bitmap/fractal in the fill using the fill handles
- Entering a new value in this field and pressing RETURN.

Note
This field only appears on the Infobar when the selection contains only bitmap/fractal cloud filled objects, and there are no selected fill handles. Click away from the fill handles with the Fill Tool to deselect all the handles.

{button ,KL(`tools,fill tool;bitmap fills,changing resolution of;fractal fills,changing resolution',0,`____No_Topics_Found',``')} Related Topics

Fill Tool - Fill Effect Field

The Fill Effect option on the Fill Tool Infobar defines the way in which the colors change from one to another in a fill. There are three effects available:

Fade
Simply fades from the colors of one object to the next.

Rainbow
This is a more colorful fade following the shortest edge of the HSV color wheel.
For example, a fade from yellow to cyan passes through green.

Alternate Rainbow
This acts in the same way as Rainbow except the colors follow the longest edge of the HSV color wheel.
For example a fade from yellow to cyan passes through red, magenta and blue.

{button ,KL(`tools,fill tool;fills,changing the color effect',0,`____No_Topics_Found',`')} Related Topics

Fill Tool - Fill Type Field

The Fill Type field on the Fill Tool Infobar sets the type of fill applied to the selection.
The fill types available are :

- Flat Fill
- Circular Fill
- Linear Fill
- Elliptical Fill
- Bitmap Fill
- Fractal Cloud Fill

The field shows 'Many' if the selection contains fills of different types.
The field shows 'None' if there are no selected objects.
The field shows 'Flat fill' if only flat filled objects are selected.

{button ,KL(`fills,changing the fill type of an object;tools,fill tool',0,`____No_Topics_Found',`')} Related Topics

Fill Tool - Fractal Cloud Fill Grain Field

5.0

The Grain field on the Fill Tool Infobar sets the 'grain' for the currently selected object with a fractal cloud fill applied. Low values gives a smooth, cloud-like effect - higher values give a sharper, more 'grainy' texture.

Note

This field only appears when the selection contains only fractal cloud filled objects, and there are no selected fill handles. (when a fill handle is selected the handle type and color will be displayed). Click away from the handles to deselect them.

{button ,KL(`fractal fills,changing grain;tools,fill tool',0,`____No_Topics_Found',`')} Related Topics

Fill Tool - Selected Fill Handle Color Fields

These fields are on the Fill Tool Infobar. The left hand of the two shows the currently selected fill handle. The right hand field shows the color applied to the selected handle.

Note

This field is shown for all fill types if there is a fill handle selected.

{button ,KL(`tools,fill tool;fills,changing the colors in',0,`____No_Topics_Found',`')} Related Topics

Fill Tool - Tiling Field

The Tiling field on the Fill Tool Infobar sets the method used for tiling these types of fill: fractal cloud fills, bitmap fills.

Tip

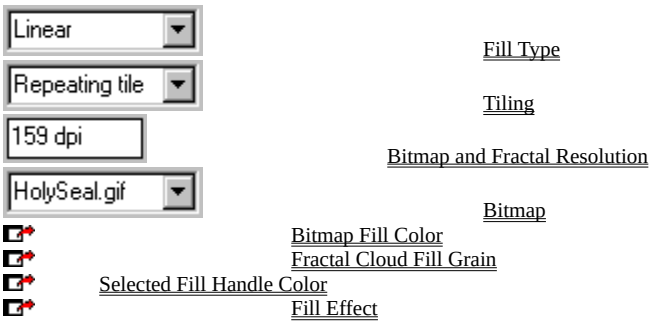
Repeat Inverted is very useful for bitmap textures which you need to tile without the joins being obvious.

{button ,KL(`tools,fill tool;tiling',0,`____No_Topics_Found',`')} Related Topics

Fill Tool F5

The Fill Tool lets you apply fills to the selected object(s) in a variety of graduated color, fractal cloud fills and bitmap fills. Fills are controlled using fill arrows that control the position and direction of the fill. The colors of the fill are controlled using fill handles. For information about fills, see the Fills Overview.

Fill Tool Infobar Controls
Which fields appear on the Fill Tool Infobar depends on the current fill type.



Fill Tool Operations

- Applying fills
- Changing fills
- Enabling fill handles and fill arrows

Web Link

Using fills

Movies

Fills Overview

You can fill the center of any object in Xara Webster with any one of a set of different types of fill. You can apply fills to QuickShapes, shapes and even text. If you apply a fill to a compound object (a group) it affect all the objects in it.

You can use any of the following types of fill (click for more information) :

- Linear Fill
- Circular Fill
- Elliptical Fill
- Bitmap Fill
- Fractal Cloud Fill

Using Fills

- Applying fills
- Changing fills

Once you have applied a fill to an object you can change its size, position, direction and the colors it uses as well as the way the colors change across the fill. With bitmap fills you can change the bitmap used and with fractal cloud fills you can change the properties of the fractal.

Tips

- You can only apply fills to shapes, not lines - the ends of the line must be joined together first. See Changing a line into a shape.
- If you just want to fill an object with a plain color (a flat fill), see Changing an object's fill color.

Web Link

Using fills

Movies

{button ,KL(`tools,fill tool',0,`____No_Topics_Found',`')} Related Topics

Fit Text To Curve (Arrange Menu)

When the selection consists of a single line, shape, bitmap or QuickShape and a text object, selecting Fit Text To Curve will fit the text along the edge of the object. The text can still be edited as normal after it has been fitted.

When a text object is selected which has been fitted to a curve, the Fit Text to Curve menu item will read Remove Text From Curve - selecting it will separate the two components leaving a text object and a line or shape (if a QuickShape was used it will have been converted to a shape).

For more details, see Fitting text to a curve and Removing text from a curve.

Fitting text to a curve

Text objects flowing along a curved line or fitted to a shape look impressive and are easy to do in Xara Webster. If you fit a column text object to a line, each line in the column of text will follow the line. If you fit a simple text object to a line, the text will flow off the end of the line if it is too long to fit.

To fit text to a curve

1. Select one line (or shape) and one text object.
2. From the Arrange menu, choose Fit Text to Curve.

Tips

- You can also type text directly onto a curve. See Typing text onto a curve.
- You can still edit text that is on a curve. The text cursor follows the path of the curve. For more information on how you can edit text see Editing text.
- When text has been fitted to a curve, applying full justification adjusts the spacing to exactly fit the text on the line. With other justifications, if text does not fit on the line it wraps around onto a new line. If the text is fitted to a shape, it will wrap around the shape again
- If you fit text to a line and it fills more than one line, the shape of the line may mean that the edge of the column slopes at the wrong angle. You can adjust this - see Aligning text on a curve.
- You can fit text around any object if you convert it to shapes first. e.g. see Converting QuickShapes to shapes.
- To reverse the text on the curve (or swap which side it is on) see Reversing text on a curve.
- You can make the curve invisible; see Hiding the line.

{button ,KL(`text objects,fitted to curves',0,`____No_Topics_Found',`')} Related Topics

Flipping objects

Objects can be flipped around the vertical and horizontal lines passing through the transformation center.

To flip objects

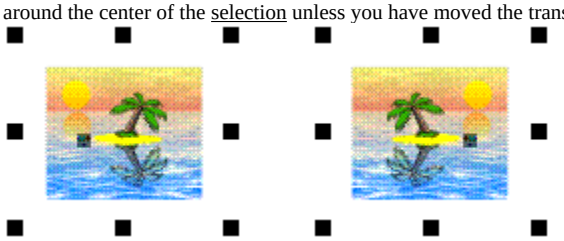
1. Select the object(s) to be flipped (See Selecting objects).

2. Do one of the following :

- Press the Horizontal flip button on the Selector Tool Infobar.
- Press the Vertical flip button on the Selector Tool Infobar.

Tip

The transformation center is only visible when selection handles are enabled and in Rotate/Skew mode. The flip will normally occur around the center of the selection unless you have moved the transformation center.



Web Link

Movie

Font Gallery (Utilities Menu) SHIFT+F9

The Font Gallery item on the Utilities menu and the Font Gallery button open the Font Gallery if it is closed and close it if it is open. The button remains pressed in if the gallery is open.

{button ,KL(`font gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Font Gallery - Apply Button

The Apply button in the Font Gallery applies the selected font to the currently selected text objects and regions.
A font can also be applied by dragging a font over a text object and dropping. Dropping onto a selected region applies the font to that region otherwise the font is applied to the whole text story.
If you want to apply a font to a single character do one of the following :

- Select the character then drag-and-drop the font onto the character (see Selecting text).
- Start dragging the font then hold down CTRL. You can then drop the font onto the character without having to select it first.

If the selected font is currently not installed, it is installed when you apply it.
You can also apply fonts by double clicking them in the gallery, this will apply the font to the selection. CTRL-double-clicking will apply the font and close the gallery.

{button ,KL(`font gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Font Gallery - De-install Button

De-install

The De-install button in the Font Gallery de-installs all selected fonts. Only those fonts shown in the Installed Fonts section in the Font Gallery can be de-installed. See De-installing fonts for more details.

{button ,KL(`font gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Font Gallery - Disc Fonts Button

Disc fonts...

If you have the Xara Webster CD, you can use this button to add the fonts on the CD to the Font Gallery. The Disc Fonts button in the Font Gallery opens a dialog box from which you can browse to the Fonts folder on the CD. you can only add folders of fonts from CD's, not your own folders.

{button ,KL(`font gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Font Gallery - Empty Web Fonts Cache

When you download files from the Internet with the galleries, the files are kept in a 'cache'. If you later use a file you have previously downloaded it is taken from the cache rather than being downloaded again. If you want to free up some disc space, you can empty the cache for the Font Gallery using this option.

Font Gallery - Get Fonts

Click this button and Xara Webster will connect to the Internet and download more fonts.

Web Link

Downloading items

Font Gallery - Install Button

Install

The Install button in the Font Gallery installs all selected fonts, see Installing fonts for more information. There are different suggested limits of the number of installed fonts on Windows 95 and Windows NT. Check your Windows User Guide.

{button ,KL(`font gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Font Gallery - Options Button

Options...

Clicking the Options button in the Font Gallery opens a menu containing the following options :

- Disc Fonts
- Empty Web Fonts Cache
- Find
- Sort
- Icon Size

{button ,KL(`font gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Font Gallery - Pop-up Menu

Right-clicking on the Font Gallery opens a pop-up menu which contains the following options :

Apply	Identical to the Apply Button.
Install	Identical to the Install button.
De-install	Identical to the De-install Button.
Remove Section	Identical to the Remove Button.
(Un)Fold Section	Folds up or unfolds the current section.
Previous Section	Moves to the start of the previous section.
Next Section	Moves to the start of the next section.

Using the pop-up menu can be quicker as it allows you to open the menu and select a font at the same time by right-clicking on the font.

{button ,KL(`font gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Font Gallery - Remove Button

Remove

The Remove button in the Font Gallery removes the selected sections from the gallery. You will be asked to confirm the operation.

{button ,KL(`font gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Font Gallery - Stop Loading

If Xara Webster is downloading thumbnails from the Internet it can take some time. If you want to stop it downloading and carry on later, click this button.

Font Gallery Overview

SHIFT+F9

The Font Gallery allows you to select fonts visually from a list to use them in your drawings and also allows you to install and de-install TrueType and Adobe Type Manager (ATM) fonts.

On the left-hand side of the font is an indicator which shows the format of the font :

Adobe Type Manager (ATM) Type 1

TrueType

	Apply	Apply the font to the selection.
	Install	Install the selected font(s).
	De-install	De-install the selected font(s).
Get fonts...	Get Fonts	Download more fonts from the Internet
	Remove	Remove the selected gallery section(s).
	Disc Fonts	Add more fonts to the gallery from a CD.
	Options	Font Gallery options.
	Stop Loading	Stop downloading font thumbnails

Many operations using the Font Gallery are made easier by the Font Gallery pop-up menu.

Display Options

- Large Icons
- Full Information
- Small Icons
- Icons Only
- Text Only

Web Link

Downloading items

The Font Gallery contains samples from the several hundred in the Xara Fonts collection. There's a wide choice of fonts, all at a budget price. And as you purchase only the fonts you actually need, Xara Fonts is a very economical way of increasing your font collection. For more information click the link below:

Xara Fonts pages

{button ,KL(`fonts',0,`____No_Topics_Found',`')} Related Topics

Frame Gallery (Utilities Menu) SHIFT+F12

The Frame Gallery item on the Utilities menu opens the Frame Gallery if it is closed and close it if it is open. The button remains pressed in if the gallery is open. For more details, see the Frame Gallery Overview.

Frame Gallery - All Editable Button

Xara Webster uses frames to create animated GIF files. With the All Editable button in the Frame Gallery selected, all visible objects are editable. This is useful for scaling or moving all frames in one operation. When this button is not selected, only the current frame (the highlighted frame) is editable. To make even invisible objects editable, click the All Visible button too.

Note that this button only makes the visible frames editable. If you want to edit all the frames in the document including the invisible ones, click the All Visible button too.

Frame Gallery - All Visible Button

Xara Webster uses frames to create animated GIF files. Selecting the All Visible button in the Frame Gallery displays all frames in the document. This is often useful when checking frames. With All Visible deselected, the Background and Overlay Settings for individual frames control which frames you see.

Frame Gallery - Background and Overlay Settings

B O

Xara Webster uses frames to create animated GIF files. Next to the frames listed in the Frame Gallery are two columns of switches. For each frame the left-hand switch indicates whether the frame is a background frame and the right-hand switch whether it overlays earlier frames. The settings of these switches can be changed simply by clicking on them.

Background
If this is set, then the frame covers all previous frames. This is useful if you want to create a background and then build up an animation on top of this background. Often the first frame in the animation is a Background frame.

If the first frame is not a background frame, the Animated GIF uses the page background as its background. In Xara Webster you can set up the document background to the same color or bitmap as the final web page. This lets you create bitmaps that blend seamlessly with the web page background. For details see Changing the background.

Overlay
If this is set, then the frame overlays the previous frame.
Possible values are both off or one option on. Both on is invalid because a Background frame covers earlier frames and so nothing shows through - there is nothing to overlay.

Background	**Overlay**	
Off	Off	Current frame is rendered over current background.
On	Off	This frame is rendered on its own overwriting all previous frames. It forms the background for all subsequent frames..
Off	On	This frame is rendered on top of the previous frame.

Examples
An animation that shows ‘A’, ‘B’, ‘C’ in sequence on a colored background. This requires four frames. Frame 1 is just the background and has Background on. Frame 2 shows ‘A’ and has both options off. Frames 3 and 4 show ‘B’ and ‘C’ and also have both options off.
An animation that builds up ‘A’, ‘AB’ ‘ABC’. Frame 1 shows the background and ‘A’ and has Background on. Frame 2 shows ‘B’ and has Overlay on. This overlays the frame over frame 1 and you see ‘AB’. Frame 3 shows ‘C’ and also has Overlay on. Building up an animation in this way is more efficient than making each frame a Background frame.

Tip
To make a sequence of frames background or overlay, set the switch for the first frame and SHIFT-click on switch for the last frame. The background/overlay settings of all the frames in between change too.

Frame Gallery - Copy Button

Xara Webster uses frames to create animated GIF files. The Copy button in the Frame Gallery (and on the control bars) copies a frame and its contents. For more details, see Copying frames.

Frame Gallery - Delete Button

Xara Webster uses frames to create animated GIF files. The Delete button in the Frame Gallery (and on the control bars) deletes the current frame. If the frame contains objects you will be asked to confirm the deletion. For more details, see Deleting frames.

Frame Gallery - New Button

Xara Webster uses frames to create animated GIF files. The New button in the Frame Gallery (and also on the control bars) creates a new frame in a document. For more details, see Creating frames.

Frame Gallery - Pop-up menu

Right-clicking on a frame in the Frame Gallery opens a pop-up menu which allows you to operate on the frame. The menu contains the following options :

New Frame	Identical to the New Button.
Copy Frame	Identical to the Copy Button.
Delete Frame	Identical to the Delete Button.
Preview Frame	Identical to Preview Button.
Frame Properties	Opens the Animation Properties dialog box.
Show Frame	Includes the frame in the animation. Deselecting this item means the frame will not appear in the animation.

_____

{button ,KL(`frames,frames,frame gallery overview',0,`____No_Topics_Found',``)} Related Topics

Frame Gallery - Preview Button

Clicking this button opens the animation preview dialog box so you can preview your animation. For more details on what the buttons do, click the Help button in the dialog box. For more details on how to preview animations, see Previewing animated GIF files.

Frame Gallery - Properties Button

This button opens a dialog box that lets you set options for the current frame and the entire animation. For more information, press the Help button in the dialog box.

Frame Gallery Overview

SHIFT+F12

The Frame Gallery is used to create animated GIF files. The gallery shows each frame in the animation sequence with the last frame at the top. (This makes it easier to understand the effect of the Background and Overlay flags, described below.)

New		Create a new frame	
Copy		Copy an existing frame	
Properties...	Properties		Frame properties
Delete		Delete a frame	
Preview		Preview the current frame or the complete animation	
	All Visible		Display all frames
	All Editable		Make all visible frames editable
Background and Overlay		Controls the overlaying of frames	

Current frame

The current frame is highlighted in the gallery and is the frame into which all newly created objects are placed. To change the current frame, just click on a frame in the gallery.

Many operations using the Frame Gallery are more easily accessible using the Frame Gallery pop-up menu.

Tips

- If you import CorelXARA documents containing layers: the Frame Gallery uses layer technology to create the individual frames. This means that to preserve the appearance of the import document, Xara Webster has to move all objects into a single layer. This means that when you save the document in Xara Webster, you lose any layer information.
- To edit all the frames in the document (including the invisible ones) click both the All Visible and All Editable buttons.

{button ,KL(`frames;animated GIF files',0,`____No_Topics_Found',`')} Related Topics

GIF Animation Control Bar

New Frame
Copy Frame
Delete Frame

Select Previous Frame
Select Next Frame
Frame Properties
Preview Frame

Animation Properties
Preview All Frames
Export Animated GIF
Preview Animation in Browser

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

GIF Export Dialog Box

The (Compuserve) GIF export bitmap dialog box is opened by selecting GIF as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. In addition Xara Webster also allows GIF files to contain simple transparency and interlacing - two facilities of GIF files used extensively on the World Wide Web. For details of how to create a GIF file, see Creating GIF files.

- Preview boxes
- Palette Options
- GIF Options
- Bitmap Size
- Image Map
- Browser Preview
- Preview Button
- Export Button

Exporting from the Bitmap Gallery

If you export a bitmap using the Save button in the Bitmap Gallery, only one tab will appear because you can only change the basic bitmap settings. You cannot for instance resize it. If you need more options, select the bitmap in the document and use Export on the File menu.

{button ,KL(`animated GIF files,creating',0,`____No_Topics_Found',`')} Related Topics

Galleries Overview

The program includes a set of Galleries for manipulating items you use as you create your documents. Some list items in your documents and some list items on disc. All the Galleries support drag-and-drop and are often a quick and easy way to use the program. For more information on any of the galleries, click on the gallery name below.

Some of the galleries list items that are in documents :

Color Gallery
Frame Gallery
Bitmap Gallery

Some galleries list items stored on disc or on the Internet that you can use in a document if you want.

Fill Gallery
Clipart Gallery

The Font Gallery shows fonts which are installed on your system as well as the fonts you can install from the Internet.

Font Gallery

The galleries have many common features. The title bar allows you to position the gallery on the screen. You can resize any gallery using the window border in the normal way. The close button closes the gallery completely. When you want to reopen a gallery use the appropriate button on the control bar or a keyboard shortcut.

All galleries have a row of buttons under the title bar for working on selected items in the gallery and for setting gallery options. Note that you can make the buttons at the top of the galleries large or small using the Control Bars dialog box (select Control Bars from the Window menu).

The main display area of all galleries is scrollable and contains one or more sections. Each section is shown by a gray "section bar" with a folder icon in it and the name of the section written in white. Sections can be folded so that only the section bar is showing or unfolded to see all the items within them. To fold or unfold a section double-click on its gray section bar or click on the folder icon.

Web Link

Movies

{button ,KL(`galleries',0,`____No_Topics_Found',`')} Related Topics

Gallery Control Bar

The Gallery Control Bar contains buttons which open and close the Xara Webster galleries.

- Color Gallery
- Frame Gallery
- Bitmap Gallery
- Font Gallery
- Clipart Gallery
- Fill Gallery

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

Gallery Find Dialog Box

To open this dialog box, click the Options button in the gallery and choose Find from the menu. For more details, see Searching a gallery.

- Find items including the text
- Search Names and Keywords and Search full information
- Find first
- Find next

Gallery Find Dialog Box - Find First Button

Click this button to start the search. If the gallery does not contain any items that match the search text, a message box will be displayed.

Gallery Find Dialog Box - Find Next Button

Click this button to continue a search that has just found an item (or which starts at the currently selected item). If the gallery does not contain any more items that match the search text, a message box will be displayed.

Gallery Find Dialog Box - Search Type

Click one of these radio-buttons to either restrict the search to the names (and file names) and keywords of gallery items, or search all information available for each item. If you wish to find a piece of clipart from the clipart book, type the name shown by the picture into the edit field, and click Find First. There is no need to change the search type as both will search for the name of the file.
This table shows which information is searched for the two searching options.

	Names and Keywords	**All Information**
Color Gallery	color name	name, definition (for example RGB(255,255,255)) & 'not in use'
Bitmap Gallery	file name & title	file name & title
Font Gallery	typeface name & file name	typeface name, file name & file size
Clipart Gallery	title, keywords & file name	title, keywords, file name, file size & full description (if present)
Fill Gallery	title, keywords & file name	title, keywords, file name, file size & full description (if present)

Gallery Find Dialog Box - Text

Into this field, type the text you want to search for. For example, "dog" in the Clipart Gallery, "Times" in the Font Gallery or "blue" in the Color Gallery.

Gallery Icon Size Dialog Box

Use this dialog box to alter the way items are displayed in each of the Galleries. Open the dialog box by clicking the Options button in a gallery and choosing Icon Size from the menu. The options available depend on the gallery.

Gallery Sort Dialog Box

With the Gallery Sort dialog box you can sort the contents of the galleries. To open the dialog box, open the relevant gallery, click Options and choose Sort from the menu.

- Primary and Secondary Keys
- Apply sort to all the gallery sections
- Only apply the sort to sections containing selected items

{button ,KL(`galleries,reordering items;galleries,overview',0,`____No_Topics_Found',`')} Related Topics

Gallery Sort Dialog Box - Apply to All Gallery Sections

Select this option to apply the sort to all the items within all folders contained in the gallery.

Gallery Sort Dialog Box - Only Apply to Some Sections

Click this radio-button to apply the sort to only those sections which have an item selected within them. See Selecting items in a gallery.

Gallery Sort Dialog Box - Primary and Secondary Keys

You can choose a sorting-order for items within the gallery from these two drop-down lists. Items can be sorted by name (alphabetically), by their size in memory, by their size on disk, by the file type, or by the length of their name (depending on the gallery). If the Reversed check box is checked then the items are sorted in the reverse order.

For example, you may have a gallery of bitmaps that you would like sorted according to the type of bitmap, e.g. .BMP or .JPG, and within each category of bitmap, alphabetical order. To sort the items this way choose Sort By File Type from the Primary Key list and Sort by name from the Secondary key.

General Control Bar

Color Editor

Page Options
Web Address
General Options
Wizard Properties

New Frame
Copy Frame
Delete Frame
Select Start Frame
Select End Frame
Move to Frame Behind
Move to Frame in Front

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

General Options

To open the General Options, choose Options from the Utilities menu and click on the General tab.

Angle Constraint
You can use the CTRL key to constrain objects and handles when you move them You can change the constraint angle, see Changing the constrain angle for more information.

Nudge Size
When you move (nudge) objects and handles using the cursor keys, they move by a set amount. You can change this value, see Changing the nudge size.

Duplication Distance

When you use Duplicate (on the Edit Menu) the copy is placed on the page at a different position from the original. The horizontal and vertical distances the copy moves can be changed. See Changing the duplication distance for more details.

Getting help

If you need some help using this program, here are some sources of information that may be of use...

- **Online Help**. Choose Help Topics from the Help menu to open Xara Webster help (containing hundreds of pages of information). See How do I...? for more details.
- **Status Line.** Try reading the text on the Status Line at the bottom of the main Xara Webster window. It always describes what actions are currently possible and what they will do, even during drags and so is ideal for learning to use the Xara Webster tools. It also gives details of what buttons and controls do as you move the pointer over them. See Status Line for more details.
- **ToolTips** If you hold the mouse pointer over a button or control for a short while and a small message appears telling you what it does.
- **Menus**. If you want to know what a menu item does, highlight it and press F1.
- **Dialog Boxes**. If you want to know what a dialog box does or how to use it, click the Help button.

The Internet

You will find our Internet site at http://www.xara.com/ packed with useful hints and tips for all our products. Take a look at the **Webster Hints and Tips Pages** for pages showing you how to create actual images with Xara Webster. From there you can also access the Xara Webster movies showing you what you can do with the program and how to use it.

Grid Options

To open the Grid Options, choose Options from the Utilities menu and click on the Grid tab. They control the way the grid appears.

Grid Spacing
Major Spacing defines the distance between the major grid divisions. The units used for the grid is defined by the units you use for the Major Spacing. For example entering a major grid spacing of "2cm" will set the grid units to centimeters. For more details, see Changing the grid spacing.

Group (Arrange Menu) CTRL+G

Combines all the selected objects into a single group object. For more details, see Grouping objects and Ungrouping objects.

Grouping objects

Grouping objects together lets you select and move them as a single object. This is useful, for example, when you create a shadow effect. Grouping the object and its shadow means you cannot separate them by accidentally moving either.

To group objects

1. Select the objects (see Selecting objects).
2. From the Arrange menu, choose Group.

Tips

- If you want to change an object inside a group, you do not need to ungroup it. See Selecting objects in objects.
- You can still apply attributes to individual objects within a group. Just hold down CTRL as you drag-and-drop the attribute. See Apply inside.

Web Link

Movie

{button ,KL(`groups',0,`____No_Topics_Found',`')} Related Topics

Help Menu

- Xara Webster Help
- Use Hints, Tips and Movies from CD
- Xara On The Web
- Tip of the Day
- About Xara Webster

Hiding the line in text on a curve

When you are placing or typing text on a curve it is useful to have the line visible so you can edit the shape of the curve if required. When you are happy with the results you can make the line invisible.

To hide the line in text on a curve

1. Select the text object on the curve (see Selecting objects).
2. Choose the Shape Editor Tool. This selects the line or shape.
3. SHIFT-click (or right-click) on the 'no color' button on the Color Line.

{button ,KL(`text objects,fitted to curves',0,`____No_Topics_Found',`')} Related Topics

How do I ...?

Xara Webster's help contains hundreds of pages of information. If you need a hand using the program or want to know how to do something, try searching the help. Not only are there pages describing what all the parts of the program do, there are overviews, pages explaining terms, step-by-step procedures to help you get your work done and many examples. You will also find that many pages have buttons you can click to run movies.

To open the help, just press F1.

To find information in help

1. Click the Index button at the top of this window.
2. Type in a word at the top of the dialog box.
3. The list will move to show the word you typed.

Now just double-click on the index entry that interests you. If the index entry refers to more than one page, a small window appears so you can choose which page you want to go to.

{button ,KL(`help!,help!',0,`____No_Topics_Found',`')} Related Topics

Image Map Export Options

With this dialog box you can set a few options for your image map before it is saved to disc.

Map name
Image maps each have a name and that name must be unique within a web page. Include this name in the USEMAP attribute of the <IMG> tag to identify the associated image map. (USEMAP="#example" for an image map called 'example'.) The # is important.
If you are inserting this image map into an existing file, you can either type in a new image map name or choose the name of an existing image map. This will replace the old image map with new data.

Approximate curves with lines
Clickable regions in image maps are made up of straight lines, not curves. That means that any curved objects in your document will be approximated by straight-sided shapes in the image map. With this option you can select how closely the curved shapes are approximated by straight-sided polygons. For example, the Approximately setting will approximate the curved shapes very roughly. If you need a very accurate image map, choose Very Closely, but remember that this will add more sections to each shape in the image map and may make the HTML file quite large.

Size of corresponding bitmap
With this option you can adjust the width and height of the image map in pixels. You should adjust these values so they are the same size as the bitmap over which you want to put the image map.
The default values for the width and height of the image map will be the width and height of the objects to be exported in pixels (the width and height shown in the Selector Tool Infobar).

Area for image map
You can create an image map either for the complete drawing or just the selected objects.

Save all clickable areas as rectangles
This options means all clickable areas are saved as simple rectangles that totally enclose the clickable area.

Copy image map to clipboard

This copies the text of the image map to the clipboard so you can use a text editor to paste it into an HTML page. Note that this overwrites anything already on the clipboard.

Image Maps Overview

With Xara Webster, you can create client-side image maps, which are part of the HTML 3.2 specification. Use Web Address on the Utilities menu to add web addresses (URLs) with the different parts of your drawing.

When complete, you can then save or export the drawing and save out the associated image map in one operation. For more information on this, click the Help button on the Export dialog box. You can also use the Export dialog box to test the image map before saving the graphic and the Image Map. For more details, see Exporting image maps.

Each image map in a document must have a unique name. This name is used in both the <MAP> and <IMG> tags to associate the image map to its image. For example, for an image map called 'example', the tags would be <MAP NAME="example"> and <IMG USEMAP="#example">. (There will be other attributes in the IMG tag such as SRC.) You allocate a name when you save the image map from Xara Webster.

Theoretically the image map could be in a different HTML document to the IMG tag. Most browsers currently don't support this and it is not recommended.

Xara Webster exports the complete image map; that is, including the <MAP> starting tag and the</MAP> closing tag.

Notes

- For more information on HTML and image maps refer to a reference book on HTML and the Internet.
- You can produce an image map for any type of graphic but they are usually associated with GIF, JPEG and PNG files. Remember that if you are creating a WEB file, you don't need to create an image map, as it is automatically stored in the WEB file.
- Remember to include the USEMAP="#name" attribute in the IMG tag. This tells the browser that the graphic has an image map assocaited with it.

Web Links

- **Using image maps**

Import (File Menu) CTRL+SHIFT+I

You can import a large number of different types of file into your workbook. Use a DSN, or, if you have the ODBC Administrator installed, the DSN editor, to connect. The ODBC Administrator (Microsoft Windows NT 4.0 or later) lets you add an ODBC driver, create a DSN, and set up a connection to an ODBC database. Click Import to open the ODBC database wizard.

Import from Web (File Menu) CTRL+W

With Import From Web you can specify a web page and download all the images from that HTML page into your current document. For more details see Importing images from the Web.

Notes

- This option imports images only from the specified HTML file, not any frames that form a part of it.
- Any background image becomes the background of the Webster page. See Changing the background for information on why this is useful.

{button ,KL(`importing;opening;loading',0,`____No_Topics_Found',`')} Related Topics

Importing CDR files

You can import CDR files from versions 3, 4, and 5 of CorelDRAW. If you are using CorelDRAW 6 or later use CMX to transfer your files - see Importing CMX files. If a CDR file contains a CMX file the CMX file will be loaded (to include a CMX file in a CDR file, select the "Include Presentation Data" in the Save dialog box).

As CDR is not Xara Webster's native file format, some objects may not appear how you expect them to. Note that if the file contains a CMX file, the CMX importer will be used so the following does not apply.

- **Fills.** All fill types apart from full color pattern fills are supported. However, custom fills are imported as fills from the start color to the end color. Square fills are approximated to radial fills. Full color pattern fills which are just a bitmap (no paths or other objects) are imported as bitmap fills.
- **Text.** Text is imported with the font name, font size, bold, italic, underline, super/subscript and line spacing attributes. Only the alignment and baseline shift options from the fit path to text roll-up are imported. Text on a path can only be imported if the path it is fitted to still exists in the file. If you delete a path in CorelDRAW after fitting text to it, the text will be imported into Xara Webster as normal text in the position it was before this operation.
- **Special Effects.** Mix, Color limit and ColorAdd Lenses are supported. Other types of Lenses are not supported. Some PowerClips may be imported incorrectly. All other effects are supported.
- **Envelopes.** Envelopes are approximated. You will be warned about this after the file has been imported if there were any envelopes in the file.
- **Extrusions.** Some extrusions cannot be imported correctly.
- **Colors.** CorelDRAW has no concept of a named color, so all objects have to be imported with local colors applied to them. The colors on the Color Line are the default set for CorelDRAW. If you've edited these colors in your copy of CorelDRAW, you'll need to import your edited palette file into the document using the CorelDRAW Palette file filter as these colors are not stored in CDR files. See Importing colors and palettes.
- **Lines.** If lines are imported which have arrowheads, the object will appear as a group containing two objects, a line and a shape (the arrowhead).

If Problems Occur. If any of these limitations cause problems, try saving the .CDR file from CorelDRAW as EPS and import that instead. If a file is found to load incorrectly, please send the file to Technical Support with full details so we can fix the problem. See Technical Support for further details.

Importing CMX files

You can import Corel CMX version 5 and 6 files. As CMX is not Xara Webster's native file format, the file may contain some objects that do not have direct equivalents. Below is a list of objects that may not import as you expect them to.

- Fills. Multiple color (custom) graduated fills are imported with just the end colors. Other grad fills work. Postscript and Vector (full color) pattern fills are not supported. Any objects imported with them will not be filled.
- Bitmaps. Cropped bitmaps will appear as rectangles with a bitmap fill.
- Text. Underlined text is not supported by Xara Webster. Individually rotated letter will not appear rotated.
- Clipping. The outlines of PowerClip and Place Inside containers are approximated.
- Lenses. You can only import Transparency, Color Add and Color Limit lenses.
- Outlines. If you have an object with a behind fill, Xara Webster will import the shape without the behind fill.
- Tiling. Some tiling options such as offset-tiling will not import correctly.

If Problems Occur. If any of these limitations cause problems, try saving the .CMX file from CorelDRAW as EPS and import that instead. If a file is found to load incorrectly, please send the file to Technical Support with full details so we can fix the problem. See Technical Support for further details.

Related Topics

CDR files

Importing animated GIF files

If you import or open an animated GIF file, each frame is imported as a bitmap with all the bitmaps placed in separate frames. Each frame is listed in the Frame Gallery with the last frame at the top.

Tip

You can easily alter an animated GIF by loading it into Xara Webster, altering one or more frames and reexporting the animated GIF. For more details, see Creating animated GIF files.

{button ,KL(`animated GIF files;bitmap gallery overview',0,`____No_Topics_Found',`')} Related Topics

Importing colors and palettes

You can import the following color table and palette files.

	CorelDRAW Palette	.CPL and .PAL
	Adobe Color Tables	.ACT
	Adobe Color Swatches	.ACO
	PaintShop Pro Palettes	.PAL
	Microsoft Palettes	.PAL

You can import the colors into a document, or place them in the Color Gallery so they are always available.

To import a palette file

Into an existing document - drag the file icon from Explorer or File Manager and drop it onto the document window away from the Color Line.

Into a new, blank document - drag the file icon from Explorer or File Manager and drop it on the Color Line.

To add a palette to the Color Gallery

1. Open the directory into which you installed the program.
2. Open the Palettes directory.
3. Copy a palette file into this directory. The file must be in one of the formats described above.

Tips

Imported colors become named colors when you import them and are displayed in the Color Gallery and on the Color Line.

For palette files that contain large numbers of colors, it may be easier to import the palette into a blank document and use the Color Gallery to move the required named colors from the blank document into your selected document. Using the Color Gallery to apply a named color from the blank document automatically copies that named color into the selected document.

To create a palette file from Adobe PhotoShop, select Indexed Color from the Mode menu and choose Color Table from the Mode menu.

To create a palette file from PaintShop Pro V3, choose Save Palette from the Colors menu.

You can only import colors from palette files when they are defined in color models supported by the program. e.g. PhotoColtone colors in ACT files will not import.

{button ,KL(`named colors,deleting;color gallery overview',0,`____No_Topics_Found',`')} Related Topics

Importing files

You can incorporate (import) an existing drawing into a document. Note the difference between Opening (which opens the drawing in a separate window) and Importing (which loads the drawing into the existing window).

To import a file

1. From the File menu, choose Import.
2. Browse to the directory containing the document file.
3. To display only particular file formats, choose from the Files of type list. (If in doubt, choose All Files.)
4. Double-click on the file.

Tips

- For a list of types of file you can load, see the List of Supported File Formats.
- Usually the importer automatically determines the type of file format and imports it correctly. In a few cases, this may not work and the file is imported incorrectly. If this happens, Undo the import and select the specific file type from the Files of type list. Then re-import the file.
- You can also use the Clipart Gallery to import files.
- You can use drag-and-drop to import a file into a document just by dropping it onto the page.

{button ,KL(`clipart,clipart gallery overview;importing;opening documents from disc',0,`____No_Topics_Found',`')} Related Topics

Importing images from the Web

You can import graphics from Web pages directly from the Internet into your document. Notice the difference between this menu option which loads all the graphics from the specified web page and Import which loads a single graphic from disc.

To import from a Web page

1. From the File menu, choose Import from Web.
2. Type in the web address (URL) of the page or graphic you want to import. If the URL is a page, all the images on that page will be imported.
3. Click Import.

Tips

- For a list of types of file Xara Webster can load, see the List of Supported File Formats.
- For details on what URL's you can enter, see the Web Address Overview, but remember you can only use HTTP and FTP URLs.
- You can paste web addresses from Netscape Navigator and Internet Explorer into the name field of the Import from Web dialog box. To do this (1) select the web address in Navigator or Explorer; (2) press CTRL+C to copy the address to the clipboard; (3) click in the name field of the Import from Web dialog box; (4) press CTRL+V to paste the address. This is an easy way of copying a web address.
- If the HTML page uses frames, graphics within those frames are not imported.
- Any background image becomes the background of the Webster page.
- If you have problems downloading over the Internet you may need to set up options in the Internet tab. Choose Options on the Utilities menu

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{button ,KL(`importing;opening;loading',0,`____No_Topics_Found',`')} Related Topics

Importing transparent bitmap files

CompuServe GIF files and PNG files support 'masks' which are a very basic form of transparency. When a bitmap file with a mask is placed on a background (for example in a World Wide Web page) some areas of the background show through the bitmap. This method is often used to remove the background from pictures so the bitmap doesn't appear rectangular. Importing a masked bitmap files retains the transparent mask and you can see through parts of the bitmap when it is in Xara Webster. For more information about masked bitmaps, see the Internet Bitmaps Overview.

Note that GIF/PNG Transparency (masking) and Xara Webster Transparency are different. Bitmap Transparency means you can see through the background of the bitmap. Xara Webster Transparency means you can see through objects and is variable from fully transparent to fully opaque. In the example, both imported bitmaps are completely see-through in places, but the one on the right also has transparency applied to it using the Transparency Tool.

To import a transparent bitmap file

You can import these in the same way as other files. See Importing files.

Tips

- You can apply Xara Webster transparency to any bitmap, including masked bitmaps.
- You can create transparent GIF files and PNG files with Xara Webster. (See Creating GIF Files or Creating PNG files).

Infobar Overview

The Infobar displays different information and controls dependent on the currently selected Tool. For example, when you choose the Text Tool the Infobar contains only text related controls and when you choose the Zoom Tool, the Infobar only shows zoom related controls. By doing this, you can easily select which buttons are available and only ever have one set visible on screen - no more screen clutter!

For more information on each of the tools' Infobars, see The Tools.

Installing fonts

This program is supplied with a large range of fonts for you to use. Before you can use a font, you must install it. All the installed fonts and all those you can install from the Internet or the CD are shown in the Font Gallery. Fonts come in two formats. Each font comes in two formats, TrueType and ATM. You can use ATM fonts only if you have Adobe Type Manager installed. If you are not sure which type to use, use TrueType.

To install a font

1. Open the Font Gallery.
2. Find and select the required fonts (see Selecting items in a gallery).
3. Click the Install button in the gallery.

Tips

Alternatively, clicking the Apply button installs the font and applies it to the selected text/cursor (or sets the current attribute if nothing is selected).

Most programs show the installed font(s) in their font list immediately. You may find a few programs that you have to close and then reload before they show the new fonts.

_____

{button ,KL(`fonts;font gallery overview',0,`____No_Topics_Found',`')} Related Topics

Internet Bitmaps Overview

Xara Webster redraws pictures at an exceptional quality level and supports both transparency (masking) and interlacing in exported GIF files. It can create bitmaps using error-diffused dithering which gives bitmaps of a higher quality than most other programs and can also generate bitmaps with a specially chosen optimized palette. It is ideal for creating bitmaps for publication on the World Wide Web. Generally when you create bitmaps for the World Wide Web, you will create GIF files because of the extra features they support, but there is no reason why you cannot create bitmaps in other formats. For information on how to create a bitmaps for the World Wide Web, see Creating GIF files and Creating JPEG files.

Use GIF for graphics that are artificial - sharp lines, text and other precise illustrative aspects. Use JPEG for images that are either natural - photographs, backgrounds - or other images that don't mind loosing a bit of detail. You should experiment with various JPEG compression settings as well.

You have several options for exporting GIFs. Generally, in increasing quality and size, they are :

1. 1bpp non-dithered
2. 4bpp non-dithered, optimized palette
3. 4bpp diffuse dithered, optimized palette
4. 8bpp non-dithered, palette optimized
5. 8bpp diffused dither, optimized palette

The last one will always give the best quality, but is usually also the largest variant, and you may sometimes find JPEG images come out smaller.

GIF and JPEG are the only two formats that will be guaranteed to work with all browsers.

For Really High Quality WWW Bitmaps

- Turn the Quality setting to its highest level (see Changing the screen quality of documents for more details).
- Use error-diffused dithering, but do not forget this may increase the file size.
- Use an optimized palette, but remember this may increase the file size.
- If you are creating a masked GIF, make sure its edges are anti-aliased to the same background as that on the Internet page. See Smooth Bitmap Edges below).
- You will usually find an interlaced bitmap is more pleasing to the eye, particularly if the image is large.
- Keep the bitmaps as small as possible so they download quickly - always use as few colors as you can. For example, if your image only contains 10 colors, an optimized palette 16 color (4 bit) bitmap is likely to be as good as a 256 color version but will be half the size.

Remember there will be times when some experimentation will yield even better results. For example if you have an image composed of many very similar colors, error-diffused dithering will probably give no improvement. You may also find with a picture like this that you can create a very high quality image using an optimized palette with only 16 colors.

Masked GIFs

A masked bitmap A bitmap without a mask

GIF bitmaps support masks. This means the bitmap can have areas which are 'see-through'. This simple form of transparency is extremely basic, but allows the removal of the background from pictures. To create a masked GIF, select the Transparency option when you export a GIF, any areas not covered by objects are left completely see-through in the file.
Remember that GIF transparency is very different from Xara Webster transparency. Transparency in GIF means that parts of the bitmap are completely 'see-through'. but any objects shown are completely solid. Transparency in Xara Webster means you can see through objects and set the transparency to different levels.

GIF Interlacing
GIF files can be interlaced. This means when you download the image from the Internet it will be drawn on screen in phases as the file is downloaded.

How Many Colors Do You Really Need?
If your picture doesn't use many colors, try creating a bitmap that uses less colors. This will make it smaller and so it will download faster. Remember that if your bitmap is a masked (transparent) GIF, one of the colors is used for the transparency, so a two color transparent GIF has only one visible color.

Smooth Bitmap Edges
If your final bitmap has see-through areas, it will look better if the edges of the objects in the drawing are smoothed against the background color. See Changing the background. This will create a bitmap with very smooth edges.

To ensure you do not get any strange effects on the edges of your bitmap, align the outlines of objects with the edge of the bitmap you are

creating.

In this example, in the left picture, the purple star was exported as a transparent bitmap with a black rectangle behind it. Notice how its edges look great on the black areas. In the right picture, the purple star was exported with a white rectangle behind it, notice how much better it looks on the white background.

Palette Options

You can create completely non-dithered images for Netscape and Microsoft Internet Explorer by loading the www.pal palette file included with this software and using the colors in it. This gives you access to a full range of colors which will be displayed without dithering in these two browsers (as long as you do not use graduated transparency or graduated fills).

You may find it easier to use the Color Gallery instead of the Color Line to apply colors as you can resize it to show all the colors in a small area.

Alternatively, always create use the bitmap using an optimized palette as this nearly always give exceptional results, but gives slightly larger files.

If you create your bitmap using an optimized palette it will look far better in true color (millions of colors) and high color (thousands of colors) modes. You may also find that it looks better in 256 color modes. You will nearly always get better results by using an optimized palette, although you will usually find the file will be larger.

Animations

For details on creating animated GIF files for the Internet, see Creating animated GIF files and the Frame Gallery Overview.

Internet Options

To open the Internet Options, choose Options from the Utilities menu and click on the Internet tab. With these options, you can optimize how Xara Webster connects to the Internet. If in doubt, use the default settings; they give satisfactory results. Changing the values in this tab just lets you get the best possible results.

These options set the global Windows Internet settings used by Internet Explorer. If you change options here, they will also change in Internet Explorer. If you have already set up Internet Explorer, you shouldn't need to change these. If you are not using Internet Explorer, you will probably need to set these options up as they will not mirror your browser settings.

Internet Cache
When Webster downloads gallery items off the Internet, it stores them in a reserved area of disc memory called a Cache. When Webster uses these items in the future, it can load them directly from the cache which is much faster than downloading over the Internet.
Cache Usage indicates the amount of cache space currently in use. This gives an idea as to whether the cache size is correct. That is, if cache usage is consistently nearing 100% the cache size should be increased if possible. A larger cache size does not affect the program adversely or take up unnecessary space on the drive. We recommend a cache size of 15 - 20 MB. The minimum cache size is 500KB, the maximum is the free space on the drive when the size is set. Anything outside these limits generates an error.

The Empty Cache button removes all files from the cache except a few essential data files needed by Webster. (This means that the Cache Usage might not return to 0% after emptying.) To use a file that has been removed from the cache you have to download it again.

Connection Type
Over faster modems, ISDN and networks, Webster can speed up downloads by using multiple connections. These multiple connections are invisible to you and you just see an increase in speed.
If you connect to the Internet using a modem, select the appropriate speed option. If you are not sure about your modem, use the default setting. If you connect to the Internet using a LAN (Local Area Network - often called just a 'Network'), select Dual ISDN or Better. If in doubt, contact your System Administrator.

Connect through an HTTP Proxy Server
Home users can ignore this option. It applies only to corporate users who are isolated from the Internet by a fire wall. If in doubt, contact your System Administrator. Note that Internet Explorer automatically sets up this information. You only need to change these entries if you have problems downloading clipart from the Internet.

Note: Use the **name** of the server, not the numeric **IP number** (e.g. 194.73.143.211). You can find out the server details by checking in the Internet section of your Browser. Port is the TCP-IP port number assigned on the server.

Web Link

Downloading items

Intersect Shapes (Arrange Menu)

Discard those areas of the selected objects not covered by the front object. The front object disappears. The front object may be a group for more complex intersection. This operation is the opposite of Subtract shapes. If the intersection results in more than one shape they will be grouped.

Web Link

Combine Shapes

Movies

Intersecting shapes

Intersecting objects leaves only the area where all the objects selected intersect.

To intersect shapes

1. Select the objects (see Selecting objects).
2. On the Arrange menu, open the Combine Shapes submenu and choose Intersect Shapes.

Tip

You can use this method with all object types.

Inverting a grayscale bitmap

To reverse the colors in a grayscale bitmap, you contone the bitmap using black and white with the colors the opposite way around from normal. You can create a grayscale bitmap by doing this to a color bitmap.

To invert a grayscale bitmap

1. Select the bitmap.
2. Left-click on black on the Color Line.
3. Right-click on white on the Color Line.

Tip

Contoning isn't restricted to black and white, you can fade the colors in the bitmap between any two colors.

{button ,KL(`bitmaps,bitmaps overview;color line,overview',0,`____No_Topics_Found',`')} Related Topics

JPEG Export Dialog Box

The JPEG export bitmap dialog box is opened by selecting JPEG as the exported file format from the Export dialog box. It allows the setting of the size/resolution of the exported bitmap, the area to be exported and the 'quality' of the final bitmap. You can use the Export dialog box to preview the bitmap using different settings. This lets you change, for example, the number of colors and see how this affects the look of the bitmap and its file size. For details of how to create a JPEG file, see Creating JPEG files.

- Preview boxes
- JPEG Options
- Bitmap Size
- Image Map
- Browser Preview
- Preview Button
- Export Button
- Use Original JPEG

Exporting from the Bitmap Gallery

If you export a bitmap using the Save button in the Bitmap Gallery, only one tab will appear because you can only change the basic bitmap settings. You cannot for instance resize it. If you need more options, select the bitmap in the document and use Export on the File menu.

{button ,KL(`JPEG files',0,`____No_Topics_Found',`')} Related Topics

JPEG Export Dialog Box - Use Original JPEG

This option is only available if you have opened the JPEG Export dialog box by clicking the Save button in the Bitmap Gallery. If you select a JPEG in the Bitmap Gallery and click Save, you can select this option to save the JPEG file out again without it being re-encoded. This means the JPEG you save is an exact copy of the original file and has not been through the JPEG process a second time. You will notice that when you select this option, you cannot change the Quality setting.

Joining lines

You can join two separate lines to create a single line.

To join lines

1. Choose the Selector Tool.
2. Click on the first line to select it.
3. SHIFT-click on the second line to select it.
4. (Using either the Selector Tool or the Shape Editor Tool) drag the end point handle of one line over the end handle of the other line - the mouse pointer shows a '+' when the two handles are over each other.
5. Release the mouse button and the lines will be joined.

Release the mouse button to join the lines

{button ,KL(`lines;tools,shape editor tool;tools,selector tool',0,`____No_Topics_Found',`')} Related Topics

Justifying text

After creating a text object, you can justify it so each line is aligned on the left, on the right, in the center or on both sides. If you want to create a new justified text object, just place the text cursor in the document (or drag to create a column text object) and click one of the justification buttons on the Text Tool Infobar. Full justification only works with column text and text on a curve.

To change the justification

1. Select the text you want to change (see Selecting text).
2. Choose the Text Tool.
3. Click one of the justification buttons on the Infobar.

Web Link

Movie

{button ,KL(`column text;tools,text tool',0,`____No_Topics_Found',``)} Related Topics

Kerning text

Kerning lets you alter the horizontal space between two adjacent characters by inserting a 'kern' character a text object. Kerns are measured in thousandths of em's with positive values moving characters apart and negative values moving them closer together. Kerns are often used as Tab characters.

To kern text

1. Choose the Text Tool.
2. Click between the two characters you want to kern to insert the text cursor.
3. Click the buttons on the Kerning control on the right hand side of the Text Tool Infobar.

Tips

- You can also set the kerning by typing a value into the kerning field and pressing RETURN.
- To remove the kern, delete it just like any other character.
- To change the size of a kern, just click between the two characters and change the value on

Web Link

Movie

{button ,KL(`kerning;tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Line Width

The line width control sets the width (thickness) of lines (and the outlines of other types of objects). If you change the value with objects selected, their line widths will change. If you change the value with no objects selected, the value you used will be set as a current attribute and used for all lines you draw in future. You can choose a value from the drop-down list or you can type a value and press RETURN.

Web Link

Movie

{button ,KL(`lines',0,`____No_Topics_Found',`')} Related Topics

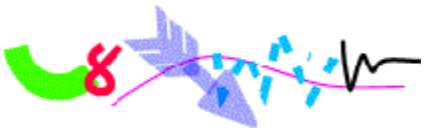
Line and Shape Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a line or shape, it contains the following options :

- Shape Editor Tool
- - - - - - - - - -
- Cut
- Copy
- Paste
- - - - - - - - - -
- Delete
- Duplicate
- Clone
- - - - - - - - - -
- Convert to Editable Shapes
- Create Bitmap Copy
- Combine Shapes
- - - - - - - - - -
- Web Address
- Color Editor

{button ,KL(`pop-up menus',0,`____No_Topics_Found',`')} Related Topics

Lines and Shapes Overview



Lines and shapes are the simplest objects you can create in your documents. The difference between the two is that a shape is a line with its ends joined together.

Drawing Lines and Shapes
You can draw lines and shapes with Shape Editor Tool. For more details, see these pages :

- Drawing lines
- Drawing shapes

Tip

- You cannot apply a fill to a line, you must join its ends together and apply the fill to the resulting shape.

Changing the Shape of Lines and Shapes
For details of changing the way lines and shapes look in your document, see the following pages :

- Moving a point on lines and shapes
- Changing curved lines and shapes
- Setting the length and angle of a straight line segment
- Straightening curved line segments
- Adding points to lines and shapes
- Breaking lines and shapes apart
- Deleting points on lines and shapes
- Changing the thickness of lines and shape outlines

{button ,KL(`lines',0,`____No_Topics_Found',``)} Related Topics

List of Default Control Bars

Xara Webster contains several default control bars in addition to the Toolbar and the tool-specific Infobar. The button palette contains all the buttons available in Xara Webster. You can copy buttons from the button palette to existing or new control bars. You can also remove buttons from control bars (but not from the button palette.) Descriptions of the functions of the buttons can be found in the following pages :

- Standard Control Bar
- File Control Bar
- Edit Control Bar
- Arrange Control Bar
- Window Control Bar
- Gallery Control Bar
- General Control Bar
- GIF Animation Control Bar

- Button Palette Control Bar

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

List of Keyboard Shortcuts

This page contains a list of the key shortcuts available in Xara Webster. If you want any more information on what a shortcut does, click on the underlined text next to it.

The Tools

Selector Tool	F2 or ALT+S (or the Space Bar if you are not using the Text tool).
Shape Editor Tool	F4
Rectangle Tool	SHIFT+F3
Ellipse Tool	SHIFT+F4
QuickShape Tool	SHIFT+F2
Fill Tool	F5
Transparency Tool	F6
Text Tool	F8
Push Tool	SHIFT+F8 or ALT+X
Zoom Tool	SHIFT+F7 or ALT+Z

The Galleries

Bitmap Gallery	F11
Clipart Gallery	SHIFT+F10
Color Gallery	F9
Fill Gallery	SHIFT+F11
Frame Gallery	SHIFT+F12
Font Gallery	SHIFT+F9

Zooming

Previous Zoom	CTRL+R
Zoom To Selection	CTRL+SHIFT+Z
Zoom To Page	CTRL+SHIFT+P

Manipulating Documents

New document	CTRL+N
Open document	CTRL+O
Save document	CTRL+S
Import	CTRL+SHIFT+I
Import graphics from Web	CTRL+W
Export	CTRL+SHIFT+E
Time a document redraw	CTRL+SHIFT+T
Show Grid	#
Snap to grid	'.' on the Number Keypad
Undo	CTRL+Z or '<' or ','
Redo	CTRL+Y or '>' or '.'

Manipulating Objects

Select all	CTRL+A
Put object to back	CTRL+B
Copy object to clipboard	CTRL+C
Duplicate object with offset	CTRL+D
Bring object to front	CTRL+F
Group objects	CTRL+G
Clone object	CTRL+K
Ungroup objects	CTRL+U
Paste object from clipboard	CTRL+V
Cut selection to clipboard	CTRL+X
Paste Attributes	CTRL+SHIFT+A
Move object backwards	CTRL+SHIFT+B
Move to next frame	CTRL+SHIFT+U
Move to previous frame	CTRL+SHIFT+D
Paste object in original position	CTRL+SHIFT+V
Move object forwards	CTRL+SHIFT+F
Open the Alignment dialog box	CTRL+SHIFT+L
Convert to Editable Shapes	CTRL+SHIFT+S
Web Address	CTRL+SHIFT+W
Create Bitmap Copy	CTRL+SHIFT+C
Delete the selection	DELETE

(in the Text Tool, this key deletes the selected characters or the character to the left of the text cursor)

Clear selection	ESC

Move the selected objects	Cursor (arrow) keys with the Selector Tool
Move the selected handles	Cursors (arrow) keys in tools other than the Selector.

Other

Color Editor	CTRL+E (opens and closes)
Options dialog box	CTRL+SHIFT+O
Timing redraw	CTRL+SHIFT+T
Xara Webster Help	F1

{button ,KL(`shortcuts,keyboard (text tool)',0,`____No_Topics_Found',`')} Related Topics

List of Menus

Xara Webster provides the following menus on the menu bar :

- File
- Edit
- Arrange
- Utilities
- Window
- Help

{button ,KL(`pop-up menus',0,`____No_Topics_Found',`')} Related Topics

List of Supported File Formats

Import

It important that you use the three letter file extensions listed below when you load files into Xara Webster.

.WEB Xara Web Format
.XAR CorelXARA
.AI Illustrator EPS (88, 3, 4 & 5)
.EPS Illustrator EPS (88, 3, 4 & 5)
.CPL CorelDRAW Palette
.PAL CorelDRAW Palette
.PAL Microsoft Palette
.PAL PaintShop Pro Palette
.ACT Adobe Color Table
.ACO Adobe Color Swatch
.BMP Windows Bitmap (uncompressed)
.GIF CompuServe Graphics Interchange Format (see Importing transparent bitmap files)
.JPG JPEG
.PBM UNIX monochrome
.PGM UNIX grayscale
.PNG PNG (see Importing transparent bitmap files)
.PPM UNIX color (up to 24 bit)
.EPS CorelDRAW! 3, 4 & 5 EPS
.EPS FreeHand 3.0 EPS
.EPS ArtWorks EPS
.AFF Acorn Draw
.CDR CorelDRAW (3,4 & 5) (see Importing CDR files)
.CDT CorelDRAW Template
.CMX Corel CMX 5 & 6 (see Importing CMX files)
.DRW Acorn Draw
.WMF Windows Meta File

For information on how to import palettes, see Importing colors and palettes.

Export

.GIF CompuServe GIF (see Creating GIF files)
.GIF Animated GIF files (see Creating animated GIF files)
.JPG JPEG (see Creating JPEG files)
.PNG PNG (see Creating PNG files)
.WEB Xara Web Format (see the Xara Web Files Overview)
.BMP Windows Bitmap (see Creating BMP files).

List of Text Tool key shortcuts

Cursor keys	Move the text cursor one character at a time up, down, left or right.
Home	Move the text cursor to the start of the line.
End	Move the text cursor to the end of the line.
CTRL+right-cursor	Move the text cursor right one word.
CTRL+left-cursor	Move the text cursor left one word.
CTRL+HOME	Move the text cursor to the start of the first line in a text object.
CTRL+END	Move the text cursor to the end of the last line in a text object.
CTRL+A	Selects all characters in a text object.
CTRL+B	Apply the Bold attribute (see Bold).
CTRL+I	Apply the Italic attribute (see Italic).
CTRL+C	Copy the selected region of text to the clipboard.
CTRL+L	Selects all characters in the line containing the text cursor.
CTRL+V	Paste text at the text cursor position (If the clipboard contains text)
CTRL+W	Swap the case of the character to the right of the text cursor.
CTRL+SHIFT+R	Reverse direction of text along on curve
CTRL+equals/plus key	Increase kerning/tracking.
CTRL+underline/minus key	Decrease kerning/tracking.
RETURN	Start a new line of text.
DELETE	Delete the character to the right of the text cursor. If the cursor is on the end of a text line, join this line to the line below.
BACKSPACE	Delete the character to the left of the text cursor. If the cursor is at the start of a text line, join this line to the line above.
SHIFT+cursor keys	Select all text between the cursor position and the beginning of the line.
SHIFT+END	Select all text between the cursor position and the end of the line.

For details of how to enter special characters with the Text Tool, see Typing international characters.

Loading files

Note the difference between Loading (which opens the drawing in a separate window) and Importing (which loads the drawing into the existing window).

To load a file

1. Click the Open button on the control bars.
2. Choose the location and file name of the file.

Tips

- You can also load a file by dragging it from the Explorer (or File Manager) onto Xara Webster. Drop it onto the control bars or anywhere away from the document because if you drop it onto a document it will be imported into that document.
- If you have loaded the file recently its name will be on the bottom of the File menu. Click to load it.
- If the file is on the Xara Webster CD you can use the Clipart Gallery to load it. You can add your own files to the Clipart Gallery.
- For a list of types of file Xara Webster can load, see List of Supported File Formats.

{button ,KL(`importing;loading;opening',0,`____No_Topics_Found',`')} Related Topics

Making a polygon star-shaped

You can easily change a polygon created using the QuickShape Tool into a star shape.

To make a polygon star-shaped

1. Select the polygon.
2. Choose the QuickShape Tool.
3. Click the Star button on the QuickShape Tool Infobar.

Tips

- You can also select the polygon and double-click on the edge of the polygon. (Click on the edge, not on a curved corner.)
- You can also select the QuickShape, choose the QuickShape Tool and then click the Star Button on the Infobar.
- A new set of handles appears on the object between each existing handle. The new handles are inset and can be moved independently allowing a massive variety of different shapes to be drawn.

Web Link

QuickShapes

Movies

{button ,KL(`tools,quickshape tool;polygons;quickshapes,overview',0,`____No_Topics_Found',`')} Related Topics

Making a straight line curved

Changing a straight line to curved is simple in Xara Webster.

To make a straight line curved

1. Select the line or shape (see Selecting objects).
2. Select the two point handles on either side of the straight segment (see Selecting points handles).
3. Choose the Shape Editor Tool.
4. Click the Curved Lines button on the Shape Editor Tool Infobar..

Tips

Now the segment it a curved segment you can shape it as you want. See Changing curved lines and shapes.

Making text bold

Once you have created a text object, you can make all the characters in it bold, or just some of them. If you want to create a new text object in bold, just place the text cursor in the document and click the Bold button on the Text Tool Infobar.

To make text bold

1. Select the text you want to change (see Selecting text).
2. Choose the Text Tool.
3. Click the Bold button on the Infobar.

Web Link

Movie

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Making text italic

Once you have created a text object, you can make all the characters in it italic or just some of them. If you want to create a new text object in italic, just place the text cursor in the document and click the Italic button on the Text Tool Infobar.

To make text italic

1. Select the text you want to change (see Selecting text).
2. Choose the Text Tool.
3. Click the Italic button on the Infobar.

Web Link

Movie

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Making text superscript and subscript

Once you have created a text object, you can make characters in it superscript or subscript. If you want to create a new text object in superscript or subscript, place the text cursor in the document and click the Superscript button or the Subscript button on the Text Tool Infobar.

To make text superscript or subscript

1. Select the text you want to change (see Selecting text).
2. Choose the Text Tool.
3. Click the Subscript button or the Superscript button on the Infobar.

Web Link

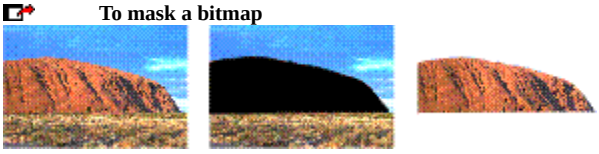
Movie

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Masking a bitmap

Masking a bitmap lets you discard unwanted areas at the edges. You can even cut out just a part of the bitmap.

To mask a bitmap



1. Select the bitmap
2. Choose Convert to Editable Shapes from the Arrange menu.
3. Edit the new shape as you would a normal shape.

This is an easy method for simple cropping.

or

1. Import the bitmap into Xara Webster.
2. Choose the Shape Editor Tool.
3. Carefully draw around the area to be masked and form a shape.
4. Select the bitmap and the shape.
5. From the Combine Shapes submenu on the Arrange menu, choose Intersect Shapes.

This method is slightly more complex but has the advantage you crop a bitmap to any irregular shape.

In both cases, the bitmap is converted to a simple editable shape with a bitmap fill applied. The object can then be edited like any other shape.

Tip

You can create masks using the QuickShape, Ellipse, Rectangle and Shape Editor Tools. Using a rectangle is an ideal way to crop a bitmap.

{button ,KL(`bitmaps,bitmaps overview',0,`____No_Topics_Found',`')} Related Topics

Measurement Units

Xara Webster uses Points for text measurements and pixels (pix) for other measurements. You can use any of these units when typing in values; follow the value by the abbreviation (for example, 12mm):

millimeters	mm
centimeters	cm
meters	m
kilometers	km
inches	in
feet	ft
yards	yd
points (1/72 in.)	pt
picas (1/6 in.)	pi
miles	mi
millipoints	mp

A millipoint is 1/72000 in. and is used for all internal measurements within Xara Webster.

You can specify colors in the Color Editor either as percentages (0-100%) or decimal (0-255). For decimal values follow the number with **d** (**127d**). The exception is Hue, which is an angle 0-360.

Menus and Buttons

Xara Webster has a standard Windows menu bar containing all the options additional to the Tools. Additionally Xara Webster has a wide range of default control bars available which provide buttons to access these options more easily.

List of Menus
List of Default Control Bars

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

Message: A bars settings file is invalid or corrupt

Cause
The stored configuration of the control bars and Galleries is corrupted.

What Can I Do?
Click OK to restore the default settings. This loses any customized control bar and gallery settings.

{button Close this window ,CW(`main')}

Message: A problem occurred when installing or de-installing a font

Cause

You have tried to install a font that is already installed, or you have tried to de-install a font that is currently being used in a document. It is also possible the font file itself is corrupt.

What Can I Do?

- Installing a font - check that it isn't installed already.
- De-installing a font - make sure it isn't being used in any loaded documents.

If these do not apply, it is likely the font file is corrupt. You need to reinstall the font from a backup using the Fonts section of Control Panel.

{button Close this window ,CW(`main')}

Message: Are you sure you want to install or deinstall this font?

Cause
This message is displayed when you install or de-install a font.

What Can I Do?
- Click the Install button to install the font or de-install to de-install the font.
- Click the Cancel button to abort the operation.

Note
- De-installing a font removes it from your system. The font cannot be recovered unless you have another copy.

{button Close this window ,CW(`main')}

Message: Bitmap is being used within a document

Cause

You have attempted to delete a bitmap in the Bitmap Gallery that is currently being used within a loaded document.

What Can I Do?

- Choose Delete to delete the bitmap from the gallery. The bitmap is replaced in the document by the default bitmap.
- Choose Cancel to keep the bitmap in the gallery.

{button Close this window ,CW(`main')}

Message: Bitmap too large

Cause
The bitmap you are trying to create is too large. You can only export bitmaps up to 4,000 by 4,000 pixels.

What can I do?
By making some changes to your configuration, you can install a new XaraDraw module that will allow you to export bitmaps up to 32,000 pixels by 32,000 pixels. Upgrading the program to this new limit will mean Xara Webster uses another 2Mb of RAM. It is not recommended unless you need to create bitmaps this large and your machine has enough RAM.

To increase the bitmap export size

1. Close down Xara Webster.
2. Go to the directory where you installed Xara Webster.
3. Rename the 'xaradraw.dll' file to 'xdsmall.dll'
4. Rename the 'xdlarge.dll' file to 'xaradraw.dll'

To reverse the change either do this in reverse or reinstall Xara Webster.

{button Close this window ,CW(`main')}

Message: Cannot close file

Cause

- If the file is on a floppy disc, the disc may have been removed from the drive.
- If the file is on a hard disc, the disc structure may be corrupt.

What Can I Do?

- If the file is on a floppy disc, check the disc is correctly inserted in the drive.
- If the file is on a hard disc, run your disc diagnostic utilities to check for a corrupted disc structure.

{button Close this window ,CW(`main')}

Message: Cannot create file

Cause

The program tried to create a file but did not succeed. This may be because:

- The disc is full.
- The drive is read-only (For example, a CD-ROM drive).
- A file of that name already exists and is read-only.
- You do not have write permission for the folder.

What Can I Do?

- Check that the disc is not full - if it is, then choose another disc or delete some unwanted files from it.
- Choose another name for the file, or another disc or folder.
- Ask your system administrator to change your access permissions.

{button Close this window ,CW(`main')}

Message: Cannot open web page

Cause
The program could not open the web page you requested. This may be for any of these reasons :

- The web page does not exist.
- You are not connected to the Internet. Connect to the net and try again.
- The weblink utility that Xara Webster uses to open web pages could not be found.

What can I do?
Ensure the web page exists and ensure your machine is connected to the Internet and try again. If this doesn't solve the problem the weblink utility may have been moved or deleted. Try reinstalling Xara Webster.

{button Close this window ,CW(`main')}

Message: Cannot read or write Registry entries

Cause
The Registry entries for this program have been deleted or corrupted.

What Can I Do?
This is a serious problem - we recommend reinstalling the program. If the problem persists, contact Technical Support.

{button Close this window ,CW(`main')}

Message: Close open documents?

Cause

This message is displayed when the 'Ask about closing document views' option is set in the General Options. When ever a new document is created or an existing document is loaded the message 'Would you like to keep the existing documents open?' is displayed with buttons labeled Keep and Close . The enables you to choose to use the program in the mode where only a single document is ever in memory at the one time.

What Can I Do?

- If only the current document is required, and all others can be closed, then click Close. You will be warned about documents which have been modified and not saved in the usual way.
- If all the existing documents should remain open then click Keep. This will do nothing to the existing documents open. This acts the same as if the option is turned off.
- If you do not require the warning any more then go to the General Options and turn the option off.

{button Close this window ,CW(`main')}

Message: CorelDRAW version 6 files are not supported

Cause
You cannot load CorelDRAW 6 or 7 CDR files into Xara Webster.

What Can I Do?
- Re-save the file from CorelDRAW in CMX 6 format (or CDR 5 or CMX 5).
- Note that a CorelDRAW 6 file will load into Xara Webster if it contains a CMX file. To include a CMX file in a CDR file, select the "Include Presentation Data" in the Save dialog box in CorelDRAW.

{button Close this window ,CW(`main')}

Message: Creating a new index

Cause
This message is displayed after attempting to create a new index for a folder.

What Can I Do?
Unless otherwise stated, the index and thumbnails will be placed in the XaraInfo subdirectory in the selected folder. This will require disc-space, and it is left up to you to delete this sub-directory if you require the space back. If this is OK, click Create, otherwise click Cancel.

{button Close this window ,CW(`main')}

Message: Creating remote indexes

Cause
This message is displayed when the selected folder is read-only, but does not have an index.

What Can I Do?

- If you are creating an index and thumbnails and the specified location is OK, click Create. If you do not want to create an index there, click Cancel.
- You can change the location which the program attempts to use for the remote indexes via a setting in the program's section of the registry. Details on how to this are below, however do not attempt it unless you are familiar with editing registry values.
- **Changing the remote index location in Xara Webster**

1. Exit Xara Webster.
2. From the command prompt, type "regedit"
3. Open HKEY_CURRENT_USER\Software\Xara\Webster\Version XXX\Options\Libraries\ (where XX is the version you are using).
4. Change the RemoteIndexLocation value, for example "C:\Webster".
5. Restart Xara Webster.

{button Close this window ,CW(`main')}

Message: Document file is invalid

Cause

The file you tried to open or import is corrupt or has the wrong format. For a list of file types supported, see the List of Supported File Formats.

What Can I Do?

Recreate the document file from a backup or from the original creating program.

{button Close this window ,CW(`main')}

Message: Document is unsaved

Cause

You have tried to close a document, or exit the program when a document has changed since it was last saved. If you continue exiting the program you will lose these changes.

What Can I Do?

- Click the Save button if you want to save your work and keep the changes.
- Click the Don't Save button to discard the changes you have made to the document.
- Click the Cancel button to cancel the operation and leave the program running.

{button Close this window ,CW(`main')}

Message: Export entire page?

Cause

If you try to export a document as a bitmap when there are no objects in the document, the bitmap is likely to be very large.

What Can I Do?

- If you want to create the bitmap, click Export.
- If you do not want to create the bitmap, click Don't Export.

{button Close this window ,CW(`main')}

Message: Export to Existing File

Cause

This message is displayed when you export an image map and the file you are exporting to already exists.

What Can I Do?

- To replace the whole file with the image map in a file on its own, click Replace.
- To replace just the image map part of the file with the new image map, click Insert. The program will scan through the HTML file looking for image maps with the same name as the one you are exporting. If it finds one, it will replace the existing image map with the new image map. If it doesn't, it will insert the image map near the bottom of the file.

{button Close this window ,CW(`main')}

Message: Failed to find the CD

Cause
This message is displayed when the 'Find CD' button is clicked in the Add folder dialog box, and the CD cannot be found.

What Can I Do?
Insert the CD, and click 'Find CD' again.

{button Close this window ,CW(`main')}

Message: Failed to locate gallery index

Cause

This message is displayed when the program cannot find the index for a section in the gallery (for example if the directory it was contained in has been deleted or if you removed the CD).

What Can I Do?

- Click Skip to ignore the error. The relevant gallery section will remain in the gallery, but you cannot open it or search it until the index is available.
- Click Retry to force the program to look for the index again. This is particularly useful if you have put the CD in the drive.
- Clicking Quiet will ignore all errors found and will leave all the sections in the gallery even if the index cannot be found.

{button Close this window ,CW(`main')}

Message: Failed to make transparency mask for GIF

Cause

The GIF file that was being imported or opened has been loaded correctly but it specifies that it requires transparency. When the transparency mask was being created, a problem was encountered and the process halted. Therefore, the GIF file will be displayed without the transparency mask. The reason for the failure is likely to be lack of memory.

What Can I Do?

Free up some memory by closing documents or quitting other applications and try loading the GIF file again.

{button Close this window ,CW(`main')}

Message: File already exists

Cause
You have tried to save or export to a file that already exists.

What Can I Do?
- Click the Replace button to overwrite the existing file.
- Click the Cancel button to abort the save or export. You can then repeat the operation using a different file name.

{button Close this window ,CW(`main')}

Message: File is read-only

Cause

The program attempted to write to:

- a file that is read-only,
- a read-only drive, such as a CD-ROM drive.

What Can I Do?

- Use the Windows Explorer to check if the file is read-only. If it is, then the file's read-only status can be changed. (Although there may be a reason why the file is read-only - if in doubt, then contact your system administrator.) Alternatively, choose another file name or another disc drive.

{button Close this window ,CW(`main')}

Message: File not found

Cause
The document file name you typed in does not exist.

What Can I Do?
- Check that the name, drive and directory path are correct.
- Check that the file exists.

{button Close this window ,CW(`main')}

Message: File-sharing violation

Cause
Another program is already using this file.

What Can I Do?
Often if you wait a few seconds for the other user to finish, you can write to the file yourself. If this fails, contact your system administrator.

{button Close this window ,CW(`main')}

Message: Font Not Found

Cause
This message is displayed if the XARAFONT.FON font is not installed. This font is required by Xara Webster to run.

What Can I Do?

Run the Windows Control Panel application to reinstall this font. Double-click the 'Fonts' icon in Control Panel to display the fonts installed on your computer. Choose the File/Install New Font... menu option to display a dialog box that will allow you to enter the directory path to the font. When Xara Webster is installed, the font is copied to the Fonts subdirectory of your Windows directory. If the font has been deleted from there, a backup copy of it can be found in the Xara Webster directory, where the Xara Webster program is located.

Alternatively, reinstalling Xara Webster will solve the problem.

{button Close this window ,CW(`main')}

Message: Problem creating fractal

Cause
Either the program is short of free memory or the "FractalDPI" setting in the registry is corrupt. This setting is the default resolution used for the creation of fractal cloud fills.

What Can I Do?
Do one of the following :

- Close some other applications to free some memory in your machine.
- Reinstall the program.
- Check the registry setting as explained below. Do not do this unless you are familiar with editing values in the registry. Making an incorrect change could cause serious problems.
- **Checking the registry setting in Xara Webster**

1. Exit Xara Webster.
2. From the command prompt, type "regedit"
3. Open HKEY_CURRENT_USER\Software\Xara\Webster\Version XXX\Options\Attributes\ (where XX is the version you are using).
4. Ensure the FractalDPI value is "96".
5. Restart Xara Webster.

{button Close this window ,CW(`main')}

Message: General failure to read or write a file

Cause

There may be a number of reasons why it is not possible to read or write the file. If the file is on a floppy disc, the disc may have been removed from the drive. If the file is on a hard disc, the disc structure may be corrupt.

What Can I Do?

- If the file is on a floppy disc, check the disc is correctly inserted in the drive.
- If the file is on a hard disc, run your disc diagnostic utilities to check for a corrupted disc structure.

{button Close this window ,CW(`main')}

Message: Incompatible processor

Cause

The processor in you computer is not suitable for running this program. You need an i486 processor, a Pentium processor or better. If you have an early Pentium processor, it may be a version that exhibits the FDIV floating point division bug.

What Can I Do?

Contact your computer system vendor for an upgrade. Intel have offered to replace defective Pentium processors free of charge.

{button Close this window ,CW(`main')}

Message: Input is invalid

Cause
You have entered a value that is not of the correct format, or is incomplete.

What Can I Do?
The displayed error message explains what is wrong with what you have typed. Please reenter the data and click OK

{button Close this window ,CW(`main')}

Message: Internal error

Cause
A logical error has occurred.

What Can I Do?
Please note the circumstances that led up to this message being displayed, and report the problem to us. See Technical Support.

If you click the Continue button you will usually be able to save your work and restart the program. It is highly recommended that you save the file to a different file name. It is possible the file created will be corrupt due to the internal error and saving the document to the same file name will delete the old version and possibly remove any chance of data recovery.

After saving the file, exit Xara Webster and restart.

{button Close this window ,CW(`main')}

Message: Invalid file name

Cause
You have entered an incorrect name for a file. Often this is because the file name contains characters that are not permitted in file names.

What Can I Do?
Reenter the filename without the offending character.

{button Close this window ,CW(`main')}

Message: No library index file available

Cause
There is no index file in this folder.

What Can I Do?
Choose the correct directory path where the index file can be found, or click the Create button to make a new index file for the folder.

{button Close this window ,CW(`main')}

Message: No result on combining shapes

Cause
Either
(a) you have attempted to combine some shapes (see Combine Shapes) that do not intersect,
or (b) you have subtracted shapes so that no shape will result.

What Can I Do?

- Move the shapes so that they intersect.
- Change one of the shapes to be different from the others.

If you have tried to slice using a line, ensure both ends of the line lie outside the bounding box of the objects being sliced.

{button Close this window ,CW(`main')}

Message: No suitable texture is available

#

Cause

You have tried to use an unsuitable bitmap for a fill.

What Can I Do?

Try using a different bitmap.

{button Close this window ,CW(`main')}

Message: Operation canceled

Cause
You canceled the operation.

What Can I Do?
Continue as usual - this message is for your information only.

{button Close this window ,CW(`main')}

Message: Out of memory

Cause
The program cannot perform the current task because your system does not have enough free memory.

What Can I Do?
Please remember that Xara Webster requires a computer with at least 8 megabytes of physical memory and a Windows swap file of at least 10 megabytes of virtual memory. If your swap file is too small, then its size can increased by right-clicking on My Computer and selecting Properties. For further details, refer to your Windows User Guide.

If you are certain that your computer's memory is adequate then, if feasible, close some other programs you are running, particularly graphics applications which generally require a lot of memory to run.

It is also possible to change your computer's screen mode to one with a lower resolution and color depth, for example if your computer normally displays 1024 x 768 pixels with a 24-bit color depth (millions of colors), change to an 800 x 600 pixel mode with an 8-bit color depth (256 colors).

{button Close this window ,CW(`main')}

Message: Overrun/truncated file.

Cause

The program has tried to read a file that is incomplete. This usually means that it has been corrupted, possibly by canceling an earlier export.

What Can I Do?

- Run your system's disc diagnostics - it may be possible to recover the rest of the file.

{button Close this window ,CW(`main')}

Message: Page too large

Cause

The values that have been entered into the page width, height and margins fields in the Page Options to modify the current page size mean that the height and/or width of the page is beyond what Xara Webster will cope with, which is about 275cm or about 9ft.

What Can I Do?

Reduce the size of the width, height and margin fields.

{button Close this window ,CW(`main')}

Message: Problems Installing or De-installing an ATM Font

A problem occurred when trying to install or deinstall an ATM font.

Cause
You have tried to install a font that is already installed, or you have tried to de-install a font that is currently being used within a document, or by another program. Alternatively, the font file itself is corrupt, or a problem was caused by Adobe Type Manager.

What Can I Do?

- Installing a font - check that it is not installed already.
- De-installing a font - make sure it is not being used in any loaded documents, or other applications, then try again. If this fails, use the ATM control panel to deinstall the font.

{button Close this window ,CW(`main')}

Message: Problems creating a new index

Cause

This message is displayed if creating a new index file ran into problems. Possible problems include running out of disc-space, or writing to a floppy disc which has just been taken out of the drive.

What Can I Do?

Ensure the disc is accessible and contains sufficient free space.

{button Close this window ,CW(`main')}

Message: Problems creating a thumbnail

Cause

This message is displayed when a problem occurs generating thumbnails for a file. This is likely to be because the type of files is not supported by Xara Webster. It is also possible the file is corrupt or has the wrong file extension.

What Can I Do?

Click OK to ignore this file, or Quiet to ignore all files with this problem. Stop will cause the index generation to cease.

{button Close this window ,CW(`main')}

Message: Program installation incomplete or corrupted.

Cause

Some of the components of the program were not installed, have been moved, or have been deleted. It is possible the program will not function correctly.

What Can I Do?

Replace the missing component or reinstall the program.

{button Close this window ,CW(`main')}

Message: Removing gallery sections

Cause

This message is displayed by one of the following :

- Clicking Remove in one of the disc-based galleries (Clipart Gallery, Fill Gallery or Font Gallery) to delete a section from the gallery.
- Xara Webster not being able to find the index for a section in the gallery (for example if the directory it was contained in has been deleted).

What Can I Do?

- If you are trying to remove sections from the gallery, click Remove to delete them (Cancel to leave them).
- If Xara Webster cannot find an index for a section, clicking remove will remove the affected sections (Cancel will leave them).

{button Close this window ,CW(`main')}

Message: Retain the clipboard contents?

Cause

Some document objects have been placed on the Windows clipboard. On exit from the program, these objects may either be converted into a form suitable to be left on the clipboard, or can be discarded. Converting the objects may take some time and memory if there are a large number of objects.

What Can I Do?

- Click the Keep button to keep the image of the objects in the clipboard after Xara Webster has closed. You can then paste them into another application.
- Click the Discard button to discard the contents of the clipboard.

{button Close this window ,CW(`main')}

Message: Set current graphic attribute?

Cause
You have attempted to apply an attribute with no objects selected. Applying attributes with no objects selected defines the attributes that will be used for all newly created objects (except text objects, see note).

What Can I Do?
- If you want to set the current attribute, click Set.
- If you want to cancel the operation, click Cancel.
- If you do not wish to see this warning in future, click Quiet. This sets the Ask Before Setting Current Attribute option. See General Options.

Note
Setting the current attribute with the Text Tool chosen sets the current text attributes (those used for all newly created text objects).

{button ,KL(`current attributes',0,`____No_Topics_Found',`')} **Related Topics**

{button Close this window ,CW(`main')}

Message: Set current text attribute?

Cause

You have attempted to apply a text attribute with no objects selected. Applying attributes with the Text Tool chosen and no objects selected defines the attributes that will be used for all newly created text objects.

What Can I Do?

- If you want to set the current attribute, click Set.
- If you want to cancel the operation, click Cancel.
- If you do not wish to see this warning in future, click Quiet. This sets the Ask Before Setting Current Attribute option. See General Options.

{button ,KL(`current attributes',0,`____No_Topics_Found',`')} Related Topics

{button Close this window ,CW(`main')}

Message: Setting a Current Attribute

Cause

This message is displayed when you apply an attribute, such as a fill or a line-width, when no suitable object is selected. For example, trying to apply a fill to a blank page, or trying to apply a bold-text attribute to an ellipse. This action changes the current attributes.

What Can I Do?

- Click the Set button to make the attribute current (the default for all objects subsequently created). For example, if a line-width of 8 pt is made the current attribute, all the lines you later draw initially have a width of 8 pts. Of course, you can still alter a line's attributes to be something different.
- Click the Quiet button to set the attribute current, and also suppress future prompts when setting a new current attribute. This button is useful when setting a number of current attributes in quick succession.
- Clicking the Cancel button prevents the current attribute being set.

{button ,KL(`current attributes',0,`____No_Topics_Found',`')} **Related Topics**

{button Close this window ,CW(`main')}

Message: Some fonts have been substituted

Cause

A document has been opened or imported which contains fonts you do not have installed on your system.

What Can I Do?

- From the File menu, choose Document Info. You can use the drop-down list of fonts in the dialog box to look for fonts listed with a ' ***** ' next to them, these are the fonts that have been substituted. You must install each of these fonts (see Installing fonts).
- If you do not have the fonts used, you can apply a different font to the text objects (see Applying attributes to text) or leave them as they are.

{button Close this window ,CW(`main')}

Message: Some of the selected named colors are in use in your document

Cause

You have attempted to delete named colors from the document which are being used.

What Can I Do?

- Clicking Delete Unused will delete all the colors you have selected apart from those currently in use.
- If you click Delete All, all the colors you have selected will be deleted, including the ones being used. The objects which are using these colors will have local colors applied to them. The document will not look any different.

{button Close this window ,CW(`main')}

Message: Some parts of the document could not be exported

Cause

The export format does not support some of Xara Webster's unique features. (For example, CorelDRAW format does not support Xara Webster transparency or fractal cloud fills.)

What Can I Do?

This may be an acceptable limitation if you must export in a non-Xara Webster format. If this limitation is not acceptable, then export in Xara Webster's native format or create a bitmap of the document.

Message: Some parts of the document could not be imported

Cause

Parts of an imported file cannot be converted to Xara Webster document format, for example an Adobe Illustrator complex graduated fill.

What Can I Do?

If you are familiar with the look of the original document, you can probably reconstruct the missing parts using the tools provided in Xara Webster. You can then save the document as a Xara Webster document file.

{button Close this window ,CW(`main')}

Message: Text to search for is invalid

Cause
You have not entered any text to search for.

What Can I Do?
Reenter the text you wish to search for.

{button Close this window ,CW(`main')}

Message: The Adobe Type Manager is Not Running

The Adobe Type Manager is not running, or is turned off. Adobe Type Manager is a separate piece of software supplied by Adobe, it is not included with Xara Webster. If you do not have ATM, use TrueType fonts instead.

Cause
The Adobe Type Manager is not running, or is turned off.

What Can I Do?

- Install ATM.
- If ATM is installed, but is not turned on, enable ATM using the ATM control panel.

{button Close this window ,CW(`main')}

Message: The appropriate type of object is not selected

Cause
In Xara Webster, operations are often performed on objects that are selected. You have tried to perform an operation when no object is selected, or the wrong kind of object is selected.

What Can I Do?
Select the object you wish to perform the operation on, then try the operation again.

{button ,KL(`selecting,objects',0,`____No_Topics_Found',`')} Related Topics

{button Close this window ,CW(`main')}

Message: Unable to find any files to add to index

Cause

This message is displayed after attempting to generate an index for a directory with no recognized files that can be used in the relevant gallery.

What Can I Do?

Check the path is correct. Files are currently chosen by their extensions, if these are incorrect this may explain the problem. This error will be given if you attempt to add a folder containing no bitmaps to the fill gallery even if it contains vector format files (for example XAR files).

{button Close this window ,CW(`main')}

Message: Unable to find folder

Cause
Cannot find the required folder / directory for the gallery.

What Can I Do?
If the folder is on the CD, and the CD is not in the CD drive, insert the CD and click Retry. If this is not possible, or the folder has been deleted, click Add to locate a new folder. Cancel will open a, possibly empty, gallery.

{button Close this window ,CW(`main')}

Message: Unable to find index

Cause
This message is displayed when an index is unavailable.

What Can I Do?
If the index is on the CD, and the CD is not currently in the CD drive, insert the CD and click Retry. If this is not possible, or the folder has been deleted, click Continue and the relevant folder will be removed from the gallery. Clicking Quiet will remove all the affected folders with no further warnings.

{button Close this window ,CW(`main')}

Message: Unable to update index

Cause
This message is displayed when you try and update a read-only index.

What Can I Do?

- If the index is on a CD, it is not possible to update it - the entire folder must first be copied to a writable drive.
- If the index is on a read-only network mount, copy the folder to a different drive or contact your system administrator.

{button Close this window ,CW(`main')}

Message: Web address is too long

Cause
The web address you have entered is too long. It must be less than 255 characters.

What Can I Do?
Use a shorter form of the address or an alternative address.

{button Close this window ,CW(`main')}

Message: You cannot edit library colors

Cause
The predefined Web Palette library colors cannot be edited.

What Can I Do?.
To edit a library color - click Copy. This copies the color into your document; you can then edit the copy.

{button Close this window ,CW(`main')}

Message: You cannot load CorelXARA EPS files

Cause
You cannot load CorelXARA EPS files into Xara Webster.

What Can I Do?
You must load the file in another format, usually the original CorelXARA file (XAR extension).

{button Close this window ,CW(`main')}

Message: Your settings are out of date

Cause

The settings for window position and control bars are out of date for this version of the program. You are likely to see this message if you update Webster

What Can I Do?

- Clicking Default recreates the standard (factory default) settings. You lose current settings, such as the window position and the list of recently used files, as well as the settings set in the Options.
- If you want to keep your existing settings, then click Current. New settings which apply to this version of the program are merged in.

{button Close this window ,CW(`main')}

Message: About to lose Undo information

Cause

You have changed the maximum size of the undo information buffer. If you continue, you will lose all your undo steps.

What Can I Do?

- To discard the existing Undo information click the Resize button.
- To make the Undo information buffer larger and hence preserve the existing Undo information, click Don't Resize and enter a higher value.

{button Close this window ,CW(`main')}

Move Backwards (Arrange Menu) CTRL+SHIFT+B

Moves every object in the selection backwards in the stack of objects in its frame. For more details, see Moving objects backwards and forwards.

Move Forwards (Arrange Menu) CTRL+SHIFT+F

Moves every object in the selection forwards in the stack of objects in its frame. For more detail, see Moving objects backwards and forwards.

Move to Next Frame (Arrange Menu) CTRL+SHIFT+U

Click this button to move the selected objects to the next frame in the animation (the frame above in the Frame Gallery).

{button ,KL(`frames',0,`____No_Topics_Found',`')} **Related Topics**

Move to Previous Frame (Arrange Menu) CTRL+SHIFT+D

Click this button to move the selected objects to the previous frame in the animation (the frame below in the Frame Gallery).

{button ,KL(`frames',0,`____No_Topics_Found',`')} **Related Topics**

Movies

We have created a set of movies for you to download off the Internet and watch which show you how to use Xara Webster. To go to the Movies, click the Web Link below.

Web Links

- **Xara Webster Movies**
- **Webster Hints and Tips Pages**

Moving QuickShapes

There is a special easy way of moving QuickShapes.

To move a QuickShape

1. Choose the QuickShape Tool.
2. Drag the cross in the center of the QuickShape.

Tips

If you want to move an ellipse, you could use the Ellipse Tool. Ditto for the Rectangle Tool.

QuickShapes can also be moved like any other object using the Selector Tool - see Moving objects.

{button ,KL(`tools,quickshape tool',0,`____No_Topics_Found',`')} Related Topics

Moving a point on a line or shape

You often want to move a point to slightly change a shape or line. Xara Webster provides several ways of doing this.

To move a point on a line or shape

1. Select the line or shape (see Selecting objects).
2. Choose the Shape Editor Tool (or Selector Tool, see note).
3. Drag the point handle you wish to move. See the Tips below to see how to constrain handle movement to multiples of the angle set in the General Options.

Tips

- You can use the Selector Tool if you have enabled edit handles. See Enabling edit handles.
- You can also move the point by typing the values into the center Parameter Field on the Shape Editor Tool Infobar and press RETURN.
- You can also use the arrow buttons on the center Parameter Field on the Shape Editor Tool Infobar.
- You can move point handles using the cursor keys. See Nudging objects and handles.
- Holding down CTRL when dragging a point handle constrains it around its original position. This makes it easy to move the point horizontally or vertically. See Changing the constrain angle.
- Holding down CTRL+SHIFT when dragging a point handle constrains it around the previous point handle making it simple to create horizontal and vertical lines. Holding down CTRL+SHIFT+ALT is identical, but works with the next point handle.

Moving and copying buttons

Moving and copying buttons lets you customize Xara Webster's control bars to your personal preferences. There is a control bar called the button palette which contains a copy of every available button in Xara Webster.

To move a button

1. Hold down ALT.
2. Drag the button to a different position on the control bar or to a different control bar.

You can put spaces between bars. See Spacing buttons on control bars.

To copy a button

1. Hold down the ALT+CTRL keys.
2. Drag the button to the new position. A copy remains in the original location.

To open the button palette

1. From the Window menu, choose Control Bars.
2. In the dialog box, scroll until you see "Button Palette" listed.
3. Click the switch next to it.

Notes

You can't move or copy buttons on the Infobar.

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

Moving and resizing control bars

You can drag control bars and anchor them to different parts of the Xara Webster window or convert them into windows which can be moved around. You can also change the size of a floating control bar.

To move a control bar

1. Place the mouse pointer over an area of the bar not occupied by buttons or fields.
2. Drag the bar to its new location.

As the bar is dragged it has either a thick or a thin outline. A thick outline means dropping the bar will leave it floating in its own window. A thin outline indicates that dropping the bar will become anchored to the edge of the window. If you want the bar to remain floating, hold down CTRL while dragging.

To resize a floating control bar

1. Move the mouse pointer over the edge of the control bar window. The mouse pointer changes to a double ended arrow.
2. Drag to resize the control bar.

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

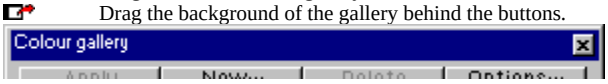
Moving and resizing galleries

You can move the galleries so that they do not obscure the part of the drawing you are working on. You can also resize them to see more or fewer entries.

To move a gallery

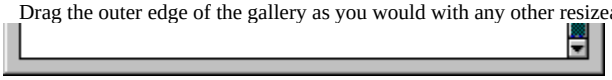
Do one of the following :

- Drag the title bar of the gallery.
- Drag the background of the gallery behind the buttons.



To resize a gallery

Drag the outer edge of the gallery as you would with any other resizeable window.



{button ,KL(`galleries',0,`____No_Topics_Found',`')} Related Topics

Moving between documents

You can have several Xara Webster documents loaded in memory at the same time. You can then view any of them in the window and swap between them.

To move between documents

At the bottom of the Window menu is a list of currently loaded documents. From this list select the name of document you want to view.

Tip

You can also cycle through the currently loaded documents by pressing CTRL+Tab.

{button ,KL(`documents,viewing several at once',0,`____No_Topics_Found',`')} Related Topics

Moving bitmap fill handles

Bitmap fills are controlled by two fill arrows joined at the base pointing out from the center of the bitmap. To move the whole rectangular bitmap, move the center fill handle. To squash, skew and scale the rectangular bitmap, move the outer handles.

To move bitmap fill handles

1. Select the bitmap filled object (see Selecting objects).
2. Choose the Fill Tool.
3. Drag the fill handle.

Tips

- If you hold down CTRL while you drag the fill handle its movement is constrained to 45 degree intervals. This is useful for stretching the fill in one direction.
- If the SHIFT key is held down whilst dragging a fill arrow, the angle between the two fill arrows is locked during the drag preventing the bitmap from being stretched or skewed making it easy to scale it.
- You can also use the Selector Tool to move fill handles if you have set up the Selector Tool to show fill handles on objects. See Enabling fill handles.
- You can move fill handles using the cursor keys, see Nudging objects and handles.

{button ,KL(`bitmap fills;tools,fill tool;fills,fills overview',0,`____No_Topics_Found',`')} Related Topics

Moving bitmap transparency handles

A bitmap transparency is controlled by two transparency arrows joined at the base pointing out from the center of the bitmap. To move the whole rectangular section, move the center handle. To squash, skew and scale the rectangular bitmap, move the outer handles.

To move bitmap transparency handles

1. Select the transparent object. (see Selecting objects).
2. Choose the Transparency Tool.
3. Drag one of the handles.

Tips

- To lock the angle between the arrows, SHIFT-drag.
- To lock the arrow to the constrain angle, CTRL-drag. Also see, Changing the constrain angle.
- You can move transparency handles using the cursor keys, see Nudging objects and handles.

{button ,KL(`bitmap transparency;tools,transparency tool;transparency,overview',0,`____No_Topics_Found',`')} Related Topics

Moving colors on the Color Line

The Color Line is usually arranged in color order. However if you want a different arrangement, you can move colors. Rearranging the Color Line also rearranges the Color Gallery.

To move colors on the Color Line

1. Place the mouse pointer over the color you want to move.
2. Hold down CTRL and drag the color.
3. Drop it where you want it. The mouse pointer will show you where it will move to.

Tips

- To remove colors from the Color Line delete them using the Color Gallery.
- Once you have moved the colors, they will stay in their positions as they are saved in the file.

{button ,KL(`color line;color gallery,overview;named colors,creating',0,`____No_Topics_Found',`')} Related Topics

Moving fill handles

You can move fill handles to change to appearance of a fill.

To move a fill handle

1. Select the object with the fill applied. (see Selecting objects).
2. Choose the Fill Tool.
3. Drag the fill handle to its new position.

Tips

- If you hold down CTRL while you drag the fill handle its movement is constrained to 45 degree intervals.
- You can also use the Selector Tool to move fill handles if you have set up the Selector Tool to show fill handles on objects. See Enabling fill handles.
- You can move fill handles using the cursor keys, see Nudging objects and handles.

{button ,KL(`tools,fill tool;fills,fills overview;tools,selector tool;',0,`____No_Topics_Found',`')} Related Topics

Moving fractal cloud fill handles

The fractal cloud fill is controlled by two fill arrows joined at the base pointing out from the center of the square of fractal texture. To move the whole rectangular fractal, move the center fill handle. To squash, skew and scale the fractal, move the outer handles.

To move a fractal cloud fill handle

1. Select the fractal cloud filled object. See Selecting objects.
2. Choose the Fill Tool.
3. Drag the fill handle.

Tips

- If you hold down CTRL while you drag the fill handle its movement is constrained to 45 degree intervals. This is useful for stretching the fill in one direction.
- If the SHIFT key is held down whilst dragging a fill arrow, the angle between the two fill arrows is locked during the drag preventing the fractal from being stretched or skewed making it easy to scale it.
- You can also use the Selector Tool to move fill handles if you have set up the Selector Tool to show fill handles on objects. See Enabling fill handles.
- You can move fill handles using the cursor keys, see Nudging objects and handles.

{button ,KL(`tools,fill tool;fills,fills overview;fractal fills',0,`____No_Topics_Found',`')} Related Topics

Moving fractal cloud transparency handles

A fractal cloud transparency is controlled by two transparency arrows joined at the base pointing out from the center of the square of fractal. To move the whole rectangular section, move the center handle. To squash, skew and scale the rectangular fractal, move the outer handles.

To move a fractal cloud transparency handle

1. Select the transparent object. See Selecting objects.
2. Choose the Transparency Tool.
3. Drag one of the handles.

Tips

- To lock the angle between the arrows, SHIFT-drag.
- To lock the arrow to the constrain angle, CTRL-drag. Also see, Changing the constrain angle.
- You can move transparency handles using the cursor keys, see Nudging objects and handles.

{button ,KL(`tools,transparency tool;transparency,overview;fractal transparency',0,`____No_Topics_Found',`')} Related Topics

Moving objects

Objects can be moved using the mouse, accurately using the Selector Tool Infobar or in small steps using the keyboard.

What do you want to do?

- Move objects by dragging
- Move objects accurately

Moving objects accurately

You often want to move objects around your document. Usually you can just drag them to the required position but sometimes you want to position them more accurately.

To move an object accurately

1. Select the object (see Selecting objects).

2. Do one of the following

- Enter values in the Position Field on the Selector Tool Infobar and press RETURN.
- Use the Position field arrow buttons on the Infobar to alter the values.

Tips

- You can move objects using the cursor keys, see Nudging objects and handles.
- This moves the object within the document. To move between documents see Cutting and copying objects to the clipboard.

Moving objects backwards and forwards

Often you find to want to move objects in front of or behind other objects.

To move objects backwards or forwards

1. Select the object (see Selecting objects).

2. From the Arrange menu, choose :

Bring to Front or Put to Back to move the object to the front or back of the frame.

Move Forwards or Move Backwards to step the object towards the front or back of the frame.

Tip

The objects will only move within a frame. To move them between frames see Moving objects between frames.

Web Link

Movie

Moving objects between frames

Xara Webster uses frames to create animated GIF files.

To move objects to a specific frame

1. Select the object.
2. From the Edit menu, choose Cut.
3. From the Utilities menu, choose Frame Gallery.
4. Click on the destination frame to make it the current frame.
5. Press CTRL+SHIFT+V to paste the object back in the same position in the frame.

Tips

- You can move whole frames. See Reordering frames.
- To move objects to the next or previous frame use Move to Next Frame or Move to Previous Frame on the Arrange menu.
- To move objects within their current frame, see Moving objects backward and forwards.

{button ,KL(`frames',0,`____No_Topics_Found',`')} Related Topics

Moving objects by dragging

You often want to move objects around your document. Dragging is the easiest way to move them.

To move objects by dragging

1. Choose the Selector Tool (see Selecting objects).

2. Drag the object to the new position. If the object is part of the selection, the entire selection will move.

Moving objects using grid locking

When an object is moved with grid locking enabled the leading edge(s) of the bounding box of the selection will lock onto the nearest grid points. The normal operation of this feature is the same as with CorelDRAW. It is possible to force the object to remain at the same relative position on the grid as it is moved. To do this hold down ALT during the drag. This style of grid locking is the same as that used in ArtWorks.

Tips

To constrain the move angle, hold the CTRL key down during the drag. Press CTRL **after** the mouse click (otherwise the action will become a Select Inside operation).

To leave copies of the object as you move it, drag as normal, but click the right mouse button where you want each copy (or press ' +' on the number keypad).

To move the object but not any fill applied to it, press and release ' - ' on the number keypad during the drag. This is very useful if you want to move an object with a bitmap fill and you do not want the bitmap to move.

If you want to move the selected objects and for some reason you cannot drag them (for example if they are obscured by other objects), ensure the objects are selected, move the pointer anywhere on the page, press ALT+CTRL and drag. You can then release CTRL+ALT and move the objects as if you had dragged them normally.

If you want to move objects to a precise position, see Moving objects accurately.

{button ,KL(`objects,moving;Selector Tool',0,`____No_Topics_Found',`')} Related Topics

Moving points on shapes and lines

When you are changing a a line or a shape you can move point handles individually or several at a time. You can do this using the mouse, the controls on the Shape Editor Tool Infobar or with the keyboard.

What do you want to do ?

- Move a single point on a line or shape
- Move several points on a line or shape
- Set the length or angle of a straight line segment

Tip

The Shape Editor Tool is the main line editing Tool in Xara Webster, but you can use the Selector Tool for simple line editing operations if edit handles have been enabled - see Enabling edit handles.

Moving several points on a line or shape

Once you have drawn a line or shape, you can select a set of point handles on it and move them simultaneously.

To move several point on a line or shape

1. Select the line or shape (see Selecting objects).
2. Choose the Shape Editor Tool (or the Selector Tool, see tips).
3. Select the point handles to be moved
4. Do one of the following :

- Drag one of the selected handles. Hold down CTRL to constrain handle movement to multiples of the angle set in the General Options.
- Alter the values in the center Parameter Field on the Shape Editor Tool Infobar and press RETURN.
- Use the arrow buttons on the coordinate Parameter Field on the Shape Editor Tool Infobar (the center field).

Tips

- You can use the Selector Tool in the same way if you have enabled edit handles. See Enabling edit handles.
- You can move point handles using the cursor keys, see Nudging objects and handles.

Related Topics
Point handles
Selector Tool

Shape Editor Tool

Moving text around a curve

When you have text on a curve, you may decide you want it in a slightly different position on the curve.

To move text around a curve

1. Select the text object (see Selecting text objects).
2. Choose the Text Tool.
3. Drag either of the red text margin handles.

{button ,KL(`tools,text tool;text objects,fitted to curves',0,`____No_Topics_Found',`')} Related Topics

Moving the page

Often you want to scroll the document around in the window so you can see different parts of it.

To move the page

1. Choose the Push Tool.
2. Move the pointer over the page and drag to slide the page around in the window.

Tip

You can also move the page using the scrollbars. See Using scrollbars.

{button ,KL(`tools,push tool;Push Tool',0,`____No_Topics_Found',`')} Related Topics

Moving the star points on a star-shaped polygon

After creating a star shape using the QuickShape Tool, you can reshape it to make the stellations shallower or deeper.

To move the star points on a star-shaped polygon.

1. Select the polygon or starred QuickShape to select it
2. Choose the QuickShape Tool
3. Drag on one of the 'inner' handles. The handle moves to stay under the mouse pointer. To just move the point in and out, hold down CTRL and drag towards or away from the center. To just rotate the point, hold down CTRL and drag the handles radially.

Tip

You can also change a starred polygon using the drop-down list on the QuickShape Tool Infobar. Choose "Stellation radius and offset" from the list and change the values in the fields on the right. The Radius sets how far outwards the star points are and the offset sets their rotation.

{button ,KL(`tools,quickshape tool;polygons',0,`____No_Topics_Found',`')} Related Topics

Moving the transformation center

When you rotate an object or skew an object (using the Selector Tool Infobar) the rotation or skew depends on the position of the transformation center. For example, if you want to rotate an object around its top left corner, you can move the transformation center to the top left corner of the object.

To move the transformation center

1. Ensure you are using the Selector Tool.
2. Change the selection handles to rotate/skew mode (see Switching selection handle mode).
3. Drag the transformation center to a new position. If you hold down CTRL whilst dragging the center, it will be constrained to the nine points shown on the Transformation Center Grid on the Selector Tool Infobar.

Tip

To move the transformation center quickly, just click on a square on the Transformation Center Grid on the Infobar to move the transformation center to a specific position on the selection.

Web Link

Movie

Related Topics

Rotating objects

Skewing objects

Moving transparency handles

You can move transparency handles to change to appearance of transparency.

To move a transparency handle

1. Select the transparent object.
2. Choose the Transparency Tool.
3. Drag the transparency handle to its new position.

Tips

- If you hold down CTRL while you drag the handle its movement is constrained to 45 degree intervals.
- You can move transparency handles using the cursor keys, see Nudging objects and handles.

{button ,KL(`tools,transparency tool;transparency,overview',0,`____No_Topics_Found',`')} Related Topics

New (File Menu) CTRL+N

New creates a new, blank document. For more details, see Creating new documents.

New Named Color Dialog Box

Selecting the shade option sets whether you want the new color to be a shade color of the color you select in the drop-down list (see Creating shade colors) or a normal color. If you do not select this option, the new named color will be a stand-alone color created as a copy of the color you select in the list. Once you have created the color you can change it to any type of named color you like.

New View (Window Menu)

New View opens another view on the current document. Changes in one view are reflected in all others. The Quality setting (see Changing the screen quality of documents) can be different for different views. For more details, see Opening another view on a document. New View is also available from the View Pop-up Menu.

Nudging objects and handles

You can move selected objects and handles small distances by using the cursor (arrow) keys on the keyboard.

To nudge an object

1. Choose the Selector Tool.
2. Select the object (see Selecting objects).
3. Use the cursor keys to move the object.

To nudge a handle

1. Select the object.
2. Choose the relevant tool (for example, Fill Tool, Shape Editor Tool).
3. Select the handle you want to nudge (you can't move handles unless they are selected).
4. Use the cursor keys to move the handle.

Modifiers

- SHIFT-nudge moves ten times the normal nudge distance.
- CTRL-nudge moves five times the normal nudge distance.
- CTRL+SHIFT-nudge moves a fifth of the normal nudge distance.
- ALT-nudge moves by one pixel.
- ALT+SHIFT-nudge moves by ten pixels.

Tips

- If you have several objects selected, you can select all the fill or transparency handles of a particular type (for example all end handles) by CTRL+SHIFT-clicking on one of the handles. Use SHIFT-click to deselect a handle or select an unselected handle.
- You can change the nudge distance - see Changing the nudge size.

OLE Overview

OLE provides a convenient way of incorporating Xara Webster drawings into suitable, OLE-compliant applications such as Microsoft Word. Another advantage of OLE is when you want to edit an embedded drawing. All you need do is double-click on the drawing in the Microsoft Word window. This loads the drawing into Xara Webster ready for you to edit it. When you finish, Xara Webster copies the drawing back to Microsoft Word keeping any custom values such as scaling. You can embed Xara Webster drawings into any OLE-compliant application.

To embed a drawing into an application

This describes how to embed a drawing into Microsoft Word (other applications will be similar).

- In Xara Webster copy part or all of the drawing to the clipboard. Then embed it into Microsoft Word using Paste Special on Word's Edit menu.
- Create the drawing in the usual way and save it to disc. You can then insert it into Microsoft Word by choosing Object on Word's Insert menu. Select the Create from File tab and select the name of the file.
- Create a new drawing from within Microsoft Word. Choose Object on Microsoft Word's Insert menu. Select the Create New tab. Click Xara Webster Document. This opens a new Xara Webster window ready for you to create your drawing. When you finish the drawing, choose Exit and Return to Word on the File menu in Xara Webster. This inserts the drawing into the Word document.

Tip

- When you embed a Xara Webster document or Xara Webster objects in another program, the objects will look best when displayed at 100%. For example, if you embed some objects in a Microsoft Word document and then change the magnification in Word to 200%, the document will not look quite as good.

To edit an embedded Xara Webster drawing

Just double-click on the drawing in the application. This loads the drawing into Xara Webster ready for editing. When you finish editing, choose either Close and Return to (application) or Exit and Return to (application) on the File menu in Xara Webster.

Xara Webster menus and OLE

The File menu changes slightly when you are viewing an embedded drawing:

- Save becomes Update. (The embedded drawing is automatically updated every 10-20 seconds. Update lets you update sooner if desired.)
- Save as becomes Save Copy As. You can use this option to save a copy of the document.
- Exit becomes Exit And Return To (Application). Choosing this updates the embedded document in the application and closes Xara Webster
- Close is either dimmed (if the embedded document is the only document) or becomes Close And Return To (Application). Choosing this updates the embedded document in the application (Xara Webster remains loaded in memory).

{button ,KL(`scrap files',0,`____No_Topics_Found',``)} Related Topics

Open (File Menu) CTRL+O

Opens an existing document or file in a supported format in a new window. Xara Webster can open a wide variety of file formats, for a full list, see the List of Supported File Formats. For information on how to open files, see Opening documents from disc.

If you click on a XAR or WEB file, you will see a preview of it in the dialog box (if the file contains a preview).

Opening another view on a document

You can open more than one view on a document. This is useful so you can see different areas of the document in different views at the same time. You may also find it useful as you can have different settings for each view. For example you can set the Quality setting differently for each.

To open another document view

1. Click on the document.
2. From the Window menu, choose New View.

Opening documents from disc

When you want to edit a previous saved document, you must load it from disc.

To open a document from disc

1. From the File menu, choose Open.
2. Browse to the directory containing the document file.
3. To display only particular file formats, choose from the Files of type list. (If in doubt, choose All Files.)
4. Double-click on the file.

Tips

- To open a document you have recently opened, choose the file name from the list at the bottom of the File menu.
- You can also drag-and-drop the file onto the program from the Explorer (or File Manager) or double-click on it. If you drop the file onto an existing document, it will be imported into that document. to open it, drop it onto a control bar.
- If you want to load a file into an existing document, use Import.
- You can also open files with the Clipart Gallery.

Related Topics

Loading
Importing
Exporting

Supported file formats

Optimizing Xara Webster for your Internet connection

Webster's default settings give satisfactory download speeds over any type of connection from a slow modem to a fast ISDN connection. However for faster connections you can optimize Webster to increase download speeds.

To optimize Webster

1. Display the Options dialog box by choosing Options on Utilities menu.
2. Click on the Internet tab.

Then.....

If you have a fast modem

3. Select the speed option for your modem. If you are not sure about your modem, use the default setting.

If you are connected over a network (LAN)

3. Select Dual ISDN or Better for Connection Type.

If you are behind a fire wall

3. This applies to corporate users. If in doubt, contact your System Administrator. If your browser works correctly but you cannot download Webster clipart into the galleries, you may need to set up details of the proxy server. (This is unnecessary with Internet Explorer which automatically sets up the proxy server details.)

Note: Unless you are using Internet Explorer: you may need to set up details of the Proxy Server. Note that you must enter the Server **Name** not the numeric **IP address**.

Options (Utilities Menu)

CTRL+SHIFT+O

Options on the Utilities menu brings up the Options dialog box from where the options are set. There are two types of option :

- Program options
- Options for the current document

When options apply only to the current document, the section of the Options dialog box will show the document name (for example 'General options for map.web'). The program options are saved when you finish using Xara Webster whereas the document options are saved with the document.

The options are divided into the following sections :

- General Options
- Grid Options
- Page Options
- Internet Options

PNG Export Dialog Box

The PNG export bitmap dialog box is opened by selecting PNG as the exported file format from the Export dialog box. With it, you can set the size/resolution of the exported bitmap, the area to be exported and the number of colors in the bitmap. In addition Xara Webster also allows PNG files to contain simple transparency and interlacing. For details of how to create a PNG file, see Creating PNG files.

- Preview boxes
- Palette Options
- PNG Options
- Bitmap Size
- Image Map
- Browser Preview
- Preview Button
- Export Button

Exporting from the Bitmap Gallery

If you export a bitmap using the Save button in the Bitmap Gallery, only one tab will appear because you can only change the basic bitmap settings. You cannot for instance resize it. If you need more options, select the bitmap in the document and use Export on the File menu.

{button ,KL(`PNG files',0,`____No_Topics_Found',`')} Related Topics

Page Options

To open the Page Options, choose Options from the Utilities menu and click on the Page tab. You can also access them by right-clicking on the page to open the pop-up menu and choosing Page Options. These options control how your document appears on the screen.

Page Size
The page size sets the area on screen you can use to create your drawing. Just type in how many pixels you want your drawing to be horizontally and vertically. For more details, see Changing the page size..

Paste (Edit Menu) CTRL+V

Paste copies objects from the clipboard into the center of the current view in the current frame. The objects may originally have come from the same document, they may have come from another document loaded in Xara Webster or they may even have come from another document in another application. If the clipboard contains text, paste will place the text at the text cursor or overwrite the selected region (as appropriate). For more details, see Pasting objects from the clipboard.

Tips

- You can paste an object into a document quickly by right clicking on the document to open the pop-up menu and selecting Paste.
- The Paste menu item displays a brief description of what will be pasted. For example "Paste bitmap".
- You can also use the key shortcut SHIFT+Insert to paste objects from the clipboard.

Paste Attributes (Edit Menu) CTRL+SHIFT+A

With Paste Attributes you can copy attributes (such as the line pattern or fill color) between objects. It is a quick way of applying multiple attributes. When you choose Paste Attributes, the attributes of the objects on the clipboard are applied to all the objects currently selected. The objects remain on the clipboard until overwritten by, for example, a Cut or Copy operation so you can repeat Paste Attributes many times.

{button ,KL(`pasting',0,`____No_Topics_Found',`')} Related Topics

Paste Special Dialog Box

If when you Paste with data on the clipboard from another application and there is more than one format that the data could be transferred as, the Paste Special dialog box will appear giving you a chance to choose the specific format that you require Xara Webster to import. The highlighted format (always the top item in the list) is the one which is considered the "best" format to paste.

Choose the format which you prefer to paste, and then click the Paste button. Alternatively, you may click Cancel to cancel the paste operation entirely.

Note

Once you have pasted something into a document, the pasted data is remembered in order to make subsequent pastes faster (as importing some clipboard data formats can take some time). This means the Paste Special dialog box will not appear again until you copy new data to the clipboard from another application.

{button ,KL(`pasting',0,`____No_Topics_Found',`')} Related Topics

Paste at Same Position CTRL+SHIFT+V

Paste at Same Position is identical to the normal Paste, but it pastes the clipboard contents into the same X-Y position on the page as they were cut or copied from. This is useful for moving items between documents or moving between frame. (This applies only to objects cut or copied from Xara Webster.)

Pasting from Other Applications
Occasionally, when pasting into Xara Webster from another application, the data you are pasting can be transferred in several different formats. For example, text copied from Microsoft Word can be pasted as "unformatted text", or as a "Windows metafile picture". If this is the case, the Paste menu items will read Paste... and selecting it will open the Paste Special dialog box so you can choose how you want to transfer the data.

{button ,KL(`pasting',0,`____No_Topics_Found',`')} Related Topics

Pasting attributes from the clipboard

You can apply the attributes of the contents of the clipboard to objects like this :

To apply attributes from the clipboard

1. Select the objects to apply the attributes to.
2. From the Edit menu, choose Paste Attributes.

Tips

Paste Attributes only applies attributes which are identical on all objects on the clipboard. So for example if the clipboard contained objects with different fill colors, Paste Attributes would not affect the fill color of the selected objects when chosen.

You can set the current attributes using this method. Just don't select any objects before you do the Paste Attributes.

{button ,KL(`pasting',0,`____No_Topics_Found',`')} Related Topics

Pasting objects from the clipboard

You can put the contents of the clipboard into a document.

To paste objects from the clipboard

From the Edit menu, choose Paste.

The objects will be placed in the center of the document window.

Tips

- If you want to paste the objects in the same place you cut or copied them from, press CTRL+SHIFT+V (Paste at same position).
- You can use copy, cut and paste to move objects between documents and programs.
- Sometimes when you paste the contents of the clipboard into a document, it could be inserted using several different formats. If this is the case the Paste Special dialog box will appear so you can choose a format.

{button ,KL(`clipboard',0,`____No_Topics_Found',`')} Related Topics

Point Handle Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a point handle, it contains the following options :

- Shape Editor Tool
- - - - - - - - - -
- Change to lines
- Change to curves
- - - - - - - - - -
- Delete points
- Break at points
- - - - - - - - - -
- Select all points
- Deselect all points

{button ,KL(`pop-up menus',0,`____No_Topics_Found',`')} Related Topics

Pop-up Menus Overview

Many commonly used Xara Webster functions can be found on the pop-up menu which appears when you right-click on a document. Pop-up menus are also available in other areas of Xara Webster, for example in the Galleries. When you right-click on an object the pop-up menu offers options for that object and options about objects in general. Note that right-clicking on an unselected object will select it before showing the pop-up menu.

View Pop-up Menu
When you right-click where there are no objects (for example on the page or the page margin) the pop-up menu allows you to set up the document and the view onto it.

View Pop-up Menu

Line and Shape Pop-up Menu
When you right-click on a line or shape the pop-up menu offers options for that object.

Line and Shape Pop-up Menu

QuickShape Pop-up Menu
When you right-click on a QuickShape the pop-up menu offers options for that object.

QuickShape Pop-up Menu

Text Pop-up Menu
When you right-click on a text object the pop-up menu offers options for that object.

Text Pop-up Menu

Bitmap Pop-up Menu
When you right-click on a bitmap the pop-up menu offers options for that object.

Bitmap Pop-up Menu

Handle Pop-up Menu
When you right-click on a path handle the pop-up menu offers options for that handle.

Point Handle Pop-up Menu

Preview All Frames (Utilities Menu)

Choose this item to preview your animation. The Animation Preview dialog box will open and you can start and stop the animation to see what it looks like. For more details, see Previewing animated GIF files.

{button ,KL(`frames;animated GIF files',0,`____No_Topics_Found',`')} Related Topics

Preview Animation Dialog Box

You can preview individual frames or a complete animated GIF. For more details, see Previewing animated GIF files.

	Play	This starts the animation running.
	Stop	Stops the animation.
	Previous frame	Display the previous frame in the animation.
	Next frame	Display the next frame in the animation.
	Slider	While the animation is running this shows progress through the animation. You can also drag the slider to move to any of the frames.
Refresh	Refresh	If you change your drawing, click this button so the animation is updated.
	Frame name	Displays the name of frame currently shown in the Preview window.

Preview Animation in Browser (Utilities Menu)

Choosing this item creates an animated GIF files from the frames in your document and opens it in your web browser so you can see what it looks like. For more details on how to preview animations, see Previewing animated GIF files.

{button ,KL(`animated GIF files;frames',0,`____No_Topics_Found',`')} Related Topics

Previewing animated GIF files

As you build up the frames for your animated GIF, you can see what the animation will look like using the Animation Preview dialog box or in your web browser.

To preview an animated GIF

1. Create your animation.
2. From the Utilities menu, choose Preview All Frames or Preview Animation in Browser.

Tips

When you open the Preview window there is a few seconds delay while Xara Webster creates the bitmaps that make up the animated GIF. There may be a similar delay after you click Refresh.

The preview window always shows the Animated GIF for the current document. If you change documents the Preview window shows a cross until you click the Play button.

Display pauses if you drag objects in the main document window. This avoids jerkiness in the animation during dragging.

{button ,KL(`frames;animated GIF files',0,`____No_Topics_Found',`')} Related Topics

Previewing bitmaps

For fast download over the web, graphics need to be kept small. This often means selecting different options until you find the best combination. Webster speeds up this process by letting you quickly preview what the exported bitmap will look like.

- Previewing in Webster - this is useful when trying different combinations of settings, particularly for formats that let you define the number of colors.
- Previewing in a browser - how your graphic will look when downloaded over the Internet. The final test.

To preview a bitmap

1. Choose Export on the File menu.
2. Enter the file name and select the required file format
3. Click Save to open the Export dialog box.
4. Set the required options and click Preview to preview the results.
5. If required, you can change the options and click Preview again to see if you get better results.
6. When you get the required results, click Export to save the bitmap to disk.

You can repeat this as many times as required. As new options give better results, swap between the two previews by clicking on them. Webster remembers the settings associated with each preview, so you can experiment without losing the settings that give the best results.

To preview in a browser

1. Choose Export on the File menu.
2. Enter the file name and select the required file format
3. Click Save to open the Export dialog box for that file type.
4. Click the Browser Preview tab.
5. Select Also Show Previews in Browser.
6. Click Preview to view the image in your browser. With Also Show Previews in Browser set, clicking Preview automatically updates the preview in the Export dialog box and in the browser.

For more information on the options on this tab, click the Help button on the Bitmap Export dialog box.

Previous Zoom CTRL+R

Previous Zoom takes you back to the last zoom magnification. It is a very useful way to switch between two magnifications. For more details, see Returning to the previous zoom.

Printing

Webster is a tool for creating web graphics and so does not support printing. However you can export the graphic as a bitmap, import that bitmap into a program such as Word and then print from that program.

Purchasing Webster

This page applies if you are running the time-limited trial version of Webster:

When you start up Webster a dialog box reminds you that you are running the trial version - click Purchase on that dialog box. This lets you purchase Webster using a fully secure transaction process.

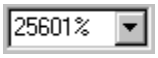
If you have already purchased Webster but get an 'Invalid Key Code' message or need a new Unlock Code:

Look at the Unlock Codes page for more details.

Push Tool ALT+X or SHIFT+F8

The Push Tool lets you use the mouse to move a document within the window. The Push Tool Infobar contains controls for zooming on the document.

Push Tool Infobar Controls



Zoom Magnification

Previous Zoom

Zoom To Drawing

Zoom To Page

Zoom To Selection

Push Tool Operations

- Moving the page
- Returning to the previous zoom
- Zooming in and out
- Zooming to the selection
- Zooming to the whole drawing
- Zooming to the whole page

Web Link

Movies

{button ,KL(`push tool',0,`____No_Topics_Found',`')} Related Topics

Put To Back (Arrange Menu) CTRL+B

Moves every object in the selection to the back of the frame it is on. For more details, see Moving objects backwards and forwards.

Putting WEB files on WWW pages

Full information on how to embed Xara files in HTML for publication on the World Wide Web is included on the Xara web site.

Web Links

Xara Web Files and HTML

{button ,KL(`web files',0,`____No_Topics_Found',`')} Related Topics

Quality (Window Menu)

The Quality submenu on the Window Menu, the Quality slider on the control bars and the Quality buttons on the control bars allow you to alter the Quality setting (the way Xara Webster redraws documents). Low settings show the document in simple 'outline' mode and high settings give a full color, anti-aliased view. There are also buttons available (they not on the default control bars - see Moving and copying buttons) for each of the four main settings.

The Quality setting is also used when bitmaps are exported from Xara Webster which means that if the Quality setting is low, any bitmaps exported will show the document in outline. For more details, see Changing the quality setting.

Quick Viewing documents

If you are using Windows 95 or Windows NT 4 you can view documents without starting Xara Webster. You can view XAR files, WEB files, .CMX files (versions 5 and 6) and .CDR files (versions 3, 4 and 5.). (You can also view .art files created with Xara Studio).

To view a document

1. Select the document in Explorer.
2. From the File menu, choose Quick View.

For information on using the Quick Viewer, press F1 while you are viewing a document.

Tips

- To quickly view a document, right-click on it to open the pop-up menu and choose Quick View.
- If Quick Viewing does not work with .CDR or CMX files, run the installer again and select the option to support Quick Viewing of these files.
- If the Quick View item does not appear on the File menu for any files, you will need to run Windows Setup again to install it (it's an option when you install so it may not be present on your system).

QuickShape Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a QuickShape, it contains the following options :

- QuickShape Tool
- - - - - - - - - -
- Cut
- Copy
- Paste
- - - - - - - - - -
- Delete
- Duplicate
- Clone
- - - - - - - - - -
- Convert to Editable Shapes
- Create Bitmap Copy
- Combine Shapes
- - - - - - - - - -
- Web Address
- Color Editor

{button ,KL(`pop-up menus',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool - Bounds Creation Button

This button on the QuickShape Tool Infobar selects Bounds Creation.

{button ,KL(`tools,quickshape tool',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool - Curved Corners Button

This button on the QuickShape Tool Infobar rounds the corners of polygon/starred QuickShapes. It has no effect on ellipses and circles.

{button ,KL(`curved corners;tools,quickshape tool',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool - Diameter Creation Button

This button on the QuickShape Tool Infobar selects Diameter Creation.

{button ,KL(`tools,quickshape tool',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool - Ellipse Button

Pressing this button on the QuickShape Tool Infobar :

- changes all currently selected QuickShapes to ellipses,
- or, if no QuickShapes are currently selected, sets the tool default so the next QuickShape you draw will be an ellipse.

You can also use the Ellipse Tool to draw ellipses - you may find this more convenient to use.

{button ,KL(`tools,quickshape tool;ellipses',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool - Mode Indicator

This indicator on the QuickShape Tool Infobar displays the 'mode' of the tool. It shows one of the following :

New:
Changes made to the Infobar fields set the defaults for the tool (the settings that apply to all subsequent QuickShapes you draw).

Change:
The selection contains at least one QuickShape. Changes made to the Infobar fields are reflected in the selected QuickShape(s).

{button ,KL(`tools,quickshape tool',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool - Number of Sides Field

The Number of Sides field on the QuickShape Tool Infobar sets the number of sides for all the QuickShapes in the selection (excluding ellipses). If no QuickShapes are currently selected, it sets the default. The number of sides can be any value from 3 to 99.

To set the number of sides, do one of the following :

- Type in a value and press RETURN,
- Choose a value from the drop-down list.

{button ,KL(`tools,quickshape tool;polygons',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool - Polygon Button

Pressing the Polygon button on the QuickShape Tool Infobar :

- changes all currently selected QuickShapes to polygons,
- or, if no QuickShapes are currently selected, sets the tool default so the next QuickShape you draw will be a polygon.

The Rectangle Tool can be used for drawing rectangles and squares. It draws QuickShapes, but does not require the setting of fields before the shape can be drawn.

{button ,KL(`tools,quickshape tool;polygons',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool - Radius Creation Button

This button on the QuickShape Tool Infobar selects Radius Creation.

{button ,KL(`tools,quickshape tool;circles',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool - Restore Edges Button

You can edit the edges of QuickShapes to make them curved. Click the Restore Edges button on the QuickShape Tool Infobar to straighten them again.

Note

This button affects only the sides of QuickShapes - it does not affect the corners.

{button ,KL(`tools,quickshape tool;polygons',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool - Shape Parameters Field

The Parameter fields on the QuickShape Tool Infobar allow the accurate editing of QuickShape parameters. Choose the values to alter from the left hand field and alter the values by typing into the edit fields and pressing RETURN or use the arrow buttons.

{button ,KL(`tools,quickshape tool;quickshapes',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool - Star Button

Pressing the Star button on the QuickShape Tool Infobar :

- changes all currently selected QuickShapes polygons to star-shaped polygons,
- or, if no QuickShapes are currently selected, sets the tool default so the next QuickShape polygon you draw will be star-shaped.

You can click this button only when the Polygon button has been clicked.

{button ,KL(`tools,quickshape tool;quickshapes,star-shaped',0,`____No_Topics_Found',`')} Related Topics

QuickShape Tool

The QuickShape Tool creates and edits QuickShapes. For information about QuickShapes, see the QuickShapes Overview.
The QuickShape Tool can also be chosen using the Line and Shape Pop-up Menu.

SHIFT+F2

QuickShape Tool Infobar Controls

- Mode Indicator
  - Radius Creation
  - Diameter Creation
  - Bounds Creation
  - Ellipse
  - Polygon
  - Star
  - Curved Corners
  - Restore Edges
- Number of Sides
- Shape Parameters

QuickShape Tool Operations

- Adding curved corners to polygons
- Adding curved corners to rectangles
- Changing curved corners on a polygon
- Changing curved corners on a rectangle
- Changing the number of sides of a polygon
- Drawing polygons
- Drawing star-shaped polygons
- Making a polygon star-shaped
- Moving QuickShapes
- Moving the star points on a star-shaped polygon
- Rotating ellipses
- Rotating rectangles
- Scaling and rotating polygons
- Scaling rectangles
- Rotating rectangles
- Scaling ellipses
- Warping the edges of polygons

QuickShapes Overview

Web Link

QuickShapes
Movies

QuickShapes are 'intelligent' shapes created using the QuickShape, Rectangle and Ellipse Tools. QuickShapes are different from normal shapes as they are not simply a set of points connected by lines. For example, if you draw a polygon QuickShape and you drag one of its corners, all the other corners move simultaneously. QuickShapes also contain other useful features. For example you can add curved corners to any QuickShape and warp their straight edges.

QuickShapes come in all shapes and sizes including ellipses, circles, rectangles, squares and polygons. Straight-sided QuickShapes can be made star-shaped too.
You can alter any QuickShape with the QuickShape Tool or the Selector Tool (if edit handles have been enabled, see Enabling edit handles).

Drawing QuickShapes

- Drawing ellipses and circles
- Drawing rectangles and squares
- Drawing polygons
- Drawing star-shaped polygons

Changing Ellipses and Circles

- Changing an ellipse to a polygon
- Scaling ellipses
- Rotating ellipses
- Stretching ellipses

Changing Rectangles, Squares and Polygons

- Changing a rectangle into an ellipse
- Scaling rectangles
- Rotating rectangles
- Adding curved corners to rectangles
- Changing curved corners on a rectangle
- Stretching rectangles
- Scaling and rotating polygons
- Changing the number of sides of a polygon
- Adding curved corners to polygons
- Changing curved corners on a polygon
- Warping the edges of polygons
- Warping the edges of rectangles
- Changing a polygon into an ellipse
- Moving the star points on a star-shaped polygon
- Making a polygon star-shaped

If you want to change a QuickShape so it can be edited as a shape built from straight and curved lines, you need to convert it to simple shapes. See Converting QuickShapes to editable shapes.

Rectangle Tool - Bounds Creation Button

This button on the Rectangle Tool Infobar selects Bounds Creation.

{button ,KL(`tools,rectangle tool;rectangles',0,`____No_Topics_Found',`')} Related Topics

Rectangle Tool - Curved Corners Button

This button on the Rectangle Tool Infobar applies rounded corners to the currently selected rectangle QuickShapes or, if no QuickShapes are selected, it sets the rounded corners setting - this default applies when you next draw a rectangle.

{button ,KL(`tools,rectangle tool;rectangles,curved corners',0,`____No_Topics_Found',`')} Related Topics

Rectangle Tool - Diameter Creation Button

This button on the Rectangle Tool Infobar selects Diameter Creation.

{button ,KL(`tools,rectangle tool;rectangles',0,`____No_Topics_Found',`')} Related Topics

Rectangle Tool - Mode Indicator

This indicator on the Rectangle Tool Infobar displays the 'mode' of the tool. It will display one of the following :

New:
Changes made to the Infobar fields will set the defaults for the tool (the settings will be used for all subsequent rectangular QuickShapes drawn).

Change:
The selection contains at least one rectangular QuickShape. Changes made to the Infobar fields will be reflected in the selected rectangle(s).

{button ,KL(`tools,rectangle tool;rectangles',0,`____No_Topics_Found',`')} Related Topics

Rectangle Tool - Parameters Field

These fields on the Rectangle Tool Infobar allow the accurate editing of rectangular QuickShape parameters. Choose the values to alter from the left hand field and alter the values by typing into the edit fields and pressing RETURN or use the arrow buttons.

{button ,KL(`tools,rectangle tool;rectangles;units,overview',0,`____No_Topics_Found',`')} Related Topics

Rectangle Tool - Radius Creation Button

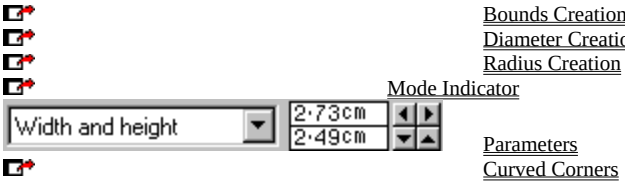
This button on the Rectangle Tool Infobar selects Radius Creation.

{button ,KL(`tools,rectangle tool;rectangles',0,`____No_Topics_Found',`')} Related Topics

Rectangle Tool SHIFT+F3

The Rectangle Tool creates and edits rectangular and square QuickShapes. It is a customized version of the QuickShape Tool. For information about QuickShapes, see the QuickShapes Overview.

Rectangle Tool Infobar Controls



Rectangle Tool Operations

- Drawing rectangles and squares
- Adding curved corners to a rectangle
- Changing a rectangle into an ellipse
- Changing curved corners on a rectangle
- Rotating rectangles
- Scaling rectangles
- Stretching rectangles

Reducing the resolution of bitmaps and bitmap fills

If you have any bitmap fills in a drawing, you can reduce the size of the file by reducing the resolution of the bitmaps in the fills. This is useful if you are creating images for use on the Web. Images do not need to be displayed at more than 96 dpi and can often be much less. In a similar way if your document contains bitmaps that have been masked or converted to shapes, you can reduce their size by creating a new bitmap from them discarding any areas you cannot see.

To reduce the resolution by creating a new bitmap

1. Select the bitmap.
2. From the Arrange menu, choose Create Bitmap Copy.
3. In the dialog box, select the resolution you need. 96dpi will usually give the best results.
4. SHIFT-click the Create button to create the bitmap. Holding down SHIFT when you click creates the bitmap in the same place as the original bitmap.
5. Cut (CTRL+X) the new bitmap to the clipboard.
6. Delete the original bitmap.
7. Press CTRL+SHIFT+V to paste the new bitmap back where it was.

This method works well on masked bitmaps as the areas you cannot see are no longer stored in the file.

{button ,KL(`tools,fill tool;bitmaps,bitmap effects',0,`____No_Topics_Found',`')} Related Topics

Removing and restoring buttons

Removing and restoring buttons lets you customize Xara Webster’s control bars to your personal preferences.

To remove a button

ALT-drag the button and drop it away from all control bars.

To restore a removed button

1. Choose Control Bars from the Window menu.
2. Scroll the list of control bars until you see the button palette listed.
3. Click the check box next to it to display the button palette.
4. ALT-drag the required button from the button palette back to the control bar.

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

Removing bitmaps from a document

Unused bitmaps are automatically removed when you close the document. You can also manually remove a bitmap if you are running low on memory.

To remove a bitmap from a document

1. From the Utilities menu, choose Bitmap Gallery.
2. Select the bitmap you want to delete.
3. Click the Delete button in the gallery.

Tip

Deleting a bitmap from a document using Delete on the Edit menu will not remove it from the document completely. It will remain in the Bitmap gallery until you delete it or save the document.

{button ,KL(`bitmap gallery,bitmap gallery overview;bitmaps,bitmaps overview',0,`____No_Topics_Found',`')} Related Topics

Removing objects from groups

If you have several objects in a group, you can remove one of them without ungrouping them all.

To remove an object from a group

1. Choose the Selector Tool.
2. CTRL-click on the object in the group you want to remove.
3. From the Edit menu, choose Delete (or Cut if you want to move the object to the clipboard).

Tip

When you CTRL-click on an object, it is selected even if it is inside another object. This is called select inside.

{button ,KL(`tools,selector tool;selecting,objects',0,`____No_Topics_Found',`')} Related Topics

Removing text from a curve

If you decide you no longer require some text to follow a curved line, you can easily remove it.

To remove text from a curve

1. Select the text object (see Selecting text objects).
2. From the Arrange menu, choose Remove Text From Curve.

Tip

You can still edit text when it is on a curve. You can also reshape the curve without removing the text.

_____

{button ,KL(`text objects,fitted to curves',0,`____No_Topics_Found',`')} Related Topics

Removing transparency

If you have made an object transparent using the Transparency Tool, you can make it solid again by removing the transparency.

To remove the transparency from an object

1. Select the transparent object (see Selecting objects).
2. Choose the Transparency Tool.
3. Choose 'No Transparency' from the drop-down list on the Transparency Tool Infobar.

{button ,KL(`transparency,applying;tools,transparency tool',0,`____No_Topics_Found',`')} Related Topics

Removing web addresses from objects

If you have added a web address to an object, you can easily remove it.

To remove a web address from an object

1. Select the object (see Selecting objects). You can select more than one.
2. From the Utilities menu, choose Web Address.
3. Click the Remove button.

{button ,KL(`web addresses',0,`____No_Topics_Found',`')} Related Topics

Rename Color Dialog Box

With the Rename Color dialog box you can change the name of a named color. For more details, see Renaming named colors.

To open it, do one of the following :

- Click the Name button in the Color Gallery.
- Select Rename from the Color Editor menu.

{button ,KL(`color gallery overview',0,`____No_Topics_Found',`')} Related Topics

Renaming named colors

You can easily rename a named color using the Color Gallery.

To rename a color

1. From the Utilities menu, choose Color Gallery.
2. Select the color you want to rename.
3. Click the Name button in the gallery.
4. Type the new name and click Rename.

{button ,KL(`color gallery overview',0,`____No_Topics_Found',`')} Related Topics

Reordering frames

Moving frames up or down in the Frame Gallery changes the frame sequence of the animated GIF file.

To reorder frames

1. From the Utilities menu, choose Frame Gallery.
2. The frames are all shown in reverse order (last frame at the top). To move a frame, drag it and drop it at its new position in the list. As you drag, the mouse pointer shows whether the frame will be placed above or below the frame the pointer is over.

{button ,KL(`frames',0,`____No_Topics_Found',`')} Related Topics

Reordering gallery sections

You may prefer to have the sections of the Fill, Clipart and Font Galleries in a different order.

To reorder a gallery section

Drag the title of the section in the gallery to its new position. The mouse pointer will show where the section will be positioned.

Tips

You can also reorder items within each section. See Reordering items in a gallery.

Reordering items in a gallery

Items in galleries can often be reordered simply by dragging the items within the gallery. The gallery contents can also be sorted from the Gallery Sort dialog box accessible from the Options button.

Tips

- You can also reorder sections within the galleries. See Reordering gallery sections.
- Moving frame in the Frame Gallery alters the order of the frames.
- You can sort the Color Gallery, the Font Gallery, the Fill Gallery and the Clipart Gallery.
- If you sort the Font Gallery by Font Type, remember to set the Secondary key to Font Name.

Reshaping text on a curve

When you have text on a curve, you can still edit the curve. You don't need to remove the text first.

To reshape text on a curve

1. Select the text object (see Selecting objects).
2. Choose the Shape Editor Tool.
3. The line (or shape) will become selected and you can then reshape it as normal (see Changing curved lines and shapes).

{button ,KL(`tools,shape editor tool;text objects,fitted to curves',0,`____No_Topics_Found',`')} Related Topics

Resizing column text

Once you have a column text object in a document, you can change its width to reformat it to a different size.

To resize column text

1. Select the text object (see Selecting text objects).
2. Choose the Text Tool.
3. Drag either of the margin handles on either side of the column.

Tip

To constrain the angle of the lines of text to the constrain angle, hold down CTRL as you drag the handle. See also, Changing the constrain angle.

To rotate the text column as you resize it, hold down SHIFT.

{button ,KL(`tools,text tool;column text',0,`____No_Topics_Found',``)} Related Topics

Returning to the previous zoom

Often you want to zoom into a particular part of a document and then return to the previous zoom value. Alternatively you might zoom out to view the entire drawing then return to the previous zoom value.

To return to the previous zoom

Click the Previous zoom button on the control bars

Tips

- You can toggle between the two zoom values to zoom in and out onto your document.
- You can also choose Previous from the Zoom drop-down menu on the control bars. (See Zoom Magnification.)
- Previous Zoom is also available on the Zoom Tool and Push Tool Infobars.

{button ,KL(`zooming;tools,zoom tool',0,`____No_Topics_Found',`')} Related Topics

Reverse Text On Curve

CTRL+SHIFT+R

Reverse Text On Curve on the Text Pop-up Menu flips text fitted to a curve so that the text is on the other side of the curve.

This is particularly useful when fitting text to a circle because it lets you fit the text to either the inside or the outside of the circle.

{button ,KL(`text objects,fitted to curves',0,`____No_Topics_Found',`')} Related Topics

Reversing text on a curve

Sometimes you may want to fit text to the opposite side of the curved line or shape.

To reverse text on a curve

1. Right-click on the text object to open the pop-up menu.
2. From the menu, choose Reverse Text on Curve

This can also be described as "moving the text onto the other side of the curve".

{button ,KL(`text objects,fitted to curves',0,`____No_Topics_Found',`')} Related Topics

Rotating column text

Once you have a column text object in a document, you can rotate it using the Text Tool.

To rotate column text

1. Select the text object (see Selecting text objects).
2. Choose the Text Tool.
3. SHIFT-drag either of the margin handles on either side of the column.

Tips

To constrain the angle of rotation to the constrain angle, hold down CTRL. See also, Changing the constrain angle.

You can also rotate text objects using the Selector Tool (see Rotating objects).

{button ,KL(`tools,text tool;column text',0,`____No_Topics_Found',`')} Related Topics

Rotating ellipses and circles

After creating an ellipse or circle you can easily change the angle it slopes at.

To rotate an ellipse

1. Select the ellipse (see Selecting objects).
2. Choose the Ellipse Tool or the QuickShape Tool
3. SHIFT-drag a handle to rotate and scale the ellipse.

Tips

- As you rotate the ellipse it will also scale, if you do not want it to scale, hold down CTRL too.
- Ellipses can also be rotated using the Selector Tool - see Rotating objects.
- You can also rotate an ellipse using the drop-down list on the Ellipse Tool Infobar or the QuickShape Tool Infobar. Choose "Rotation" from the list and change the angle on the right (in degrees).

Related Topics

Selector Tool
Ellipse Tool
QuickShape Tool

Ellipses

Rotating objects

Objects can be rotated about their center or about a movable transformation center (see Moving the transformation center) :

What do you want to do?

Rotate objects by dragging
Rotate objects accurately

Web Link

Rotating objects
Movies

Rotating objects accurately

This method of rotating objects lets you specify a precise angular rotation.

To rotate objects accurately

1. Select the objects (see Selecting objects).
2. Choose the Selector Tool.
3. Enter the required rotation in the Rotation Field on the Selector Tool Infobar and press RETURN.

Tips

- You can also use the arrow buttons on the Rotation Field on the Infobar to rotate the selection in small increments.
- The objects will rotate around the transformation center.

Rotating objects by dragging

This is an easy way of rotating objects as you can see the results as you drag.

To rotate objects by dragging

1. Select the object or objects.

2. Ensure the selection handles are in rotate/skew mode (see Switching selection handle mode).

3. Do one of the following

- Drag the corner selection handles to rotate the selection around the transformation center.
- SHIFT-drag the corner selection handles to rotate the selection about its center.

Tips

- CTRL-drag to constrain the angle of rotation. See Changing the constrain angle.
- To leave copies of the object as you rotate it, drag as normal, but click the right mouse button where you want each copy (or press ' +' on the number keypad).
- To rotate the object but not any fill applied to it, press and release NumPad '-' during the drag. This is useful if you want to rotate an object with a bitmap fill and not rotate the bitmap.

Web Link

Rotating objects

Movies

{button ,KL(`objects,selecting;selector tool;tools,selector tool',0,`____No_Topics_Found',`')} **Related Topics**

Rotating rectangles

The QuickShape and Rectangle Tools provide with an easy way of rotating a rectangle.

To rotate a rectangle

1. Select the rectangle (see Selecting objects).
2. Choose the Rectangle Tool or the QuickShape Tool.
3. SHIFT-drag a corner handle to rotate the rectangle.

Tips

- As you rotate the rectangle it will also scale, if you do not want it to scale, hold down CTRL too.
- Rectangles can also be rotated using the Selector Tool - see Rotating objects.
- You can also rotate a rectangle using the drop-down list on the Rectangle Tool Infobar or the QuickShape Tool Infobar. Choose "Rotation" from the list and change the values in the fields on the right.

{button ,KL(`tools,selector tool;tools,ellipse tool;tools,quickshape tool;ellipses',0,`____No_Topics_Found',`')} **Related Topics**

Selector Tool
Rectangle Tool
QuickShape Tool
Rectangles

Save (File Menu) CTRL+S

Save saves the current document as a WEB file. The current document is saved to the same file that it was opened from or saved to. If the document is a new document that has not yet been saved, the Save As dialog box will appear asking what file name you would like to use and where you want to save the file.

There are options you can set when you save the WEB file, for more details, click the Options button in the Save As dialog the first time you save the file and click the Help button.

Related Topics
Saving documents
Web files

Save As (File Menu)

Save As dialog box allows you to save the current document in a named file. The new file can simply be another file in the same folder or you can change the drive and folder so the document is saved in a completely different place. If you want to save the document in a different format use Export on the File menu.

If you click on a WEB file, you will see a preview of it in the dialog box (if the file contains a preview).

If you are editing a drawing which is embedded in a document in another program, this menu item will read Save Copy As. Selecting it allows you to save a copy of the drawing to disc without affecting the way it is embedded in the document in the other program.

{button ,KL(`saving documents',0,`____No_Topics_Found',`')} Related Topics

Save Options Dialog Box

The Xara WEB format used by Xara Webster is a compact but editable vector graphics format. For more information about WEB files, see the Xara WEB Files Overview.

When you save a WEB file, you have several options which allow you to remove information from the WEB file to make it even smaller.

- Convert text to outlines
- Remove preview bitmap
- Use JPEG on compatible bitmaps

- Area to View

- Put HTML tag on clipboard

Save Options Dialog Box - Area to View

The area to view sets the outline of the area to be shown when the Xara WEB file is displayed. For example, if you choose Selection, when you display the Xara WEB file on a web page, the selected objects will fill the whole WEB file area.

Save Options Dialog Box - Convert Text to Outlines

The program or browser plug in loading the WEB file may not have all the fonts used in your document. Selecting this option converts all text in fonts other than Times, Arial and Courier (which all computers should have) to simple editable shapes. This makes the file larger but means that the viewing program will display the text correctly. Note that converting text to outlines means you cannot load the WEB file and use the Text Tool to edit converted text.

Save Options Dialog Box - Put HTML tag on clipboard

This lets you save out the basic HTML tag information when you save the file. You can then paste the tag into an HTML page using a text editor and modify it if necessary. The tag is saved like this :

<embed src="name.web" width=xxx height=xxx type="application/vnd.xara" pluginspage="http://www.xara.com/downloads/plugin.html">

Where **"name"** is the filename and **xxx** are the width and height in pixels. If you save the graphic to a different folder to the HTML page, you need to edit the filename to point to that folder.

Note

Putting the tag on the clipboard overwrites any existing contents of the clipboard.

Save Options Dialog Box - Remove preview bitmap

WEB files can include a preview bitmap which adds about 5KB to the size of the file. The advantage of including a preview bitmap is that, for example, the Clipart Gallery and Open dialog box can show a thumbnail of the document.

If you want very small files, select this option to turn the preview bitmap off.

Save Options Dialog Box - Use JPEG on compatible bitmaps

When you save your Xara WEB file all the 1 bit and 4 bit bitmaps in the document are automatically compressed using lossless compression. If you set this option, all 8 bit and 24 bit bitmaps will also be compressed, but using lossy JPEG compression. JPEG is a more efficient way of compressing bitmaps of this type but it does discard some information in the process. This is generally not noticeable, especially when using high JPEG Quality settings. If you want to export your 8 and 24 bit bitmaps so the file is very small, set this option.

When you create a WEB file with this option selected, all the 8-bit and 24-bit bitmaps in the document which have not already been converted to JPEG bitmaps will be converted before they are placed in the file. The JPEG Quality slider controls the amount of compression. Low values give the greatest compression but the most information loss. If you set the value to the highest, the bitmaps will not compress so well, but will be very high quality. The slider will be dimmed if there are no bitmaps in the document that can be compressed using JPEG compression.

You can experiment to get the best setting for the bitmaps by creating several WEB files (with new filenames) from the original WEB document using different JPEG Quality setting and loading them back into Xara Webster. You can then compare the file size and the quality of the WEB file with the original WEB file. Remember to keep a copy of the original WEB file containing the uncompressed bitmaps until you have created a WEB file using a compression level you are happy with.

Important: Once you have exported a WEB file with this option set, you cannot reload it and export it again at a different JPEG Quality setting as all the suitable bitmaps will have been converted to JPEG bitmaps already. When you reexport a file like this all the JPEG bitmaps stay the same. Bitmaps are never recompressed using JPEG compression as this will cause the image to become distorted.

Tip

If you want to change the JPEG Quality for an individual bitmap, export it from Xara Webster as a JPEG file. Vary the JPEG Quality in the bitmap export dialog box until you get the file size you want at the quality level you want (you can use the preview facility to view the image at different quality levels before you finally export). You can then re-import the bitmap, delete the original and re-save the WEB file.

{button ,KL(`web files',0,`____No_Topics_Found',`')} Related Topics

Saving bitmaps from a document

You can save out any bitmap that is in a document.

To save a bitmap from a document

1. From the Utilities menu, choose Bitmap Gallery.
2. Select the bitmap you want to save.
3. Click the Save button.

Tips

- You cannot make any changes to the color or size of the bitmap.
- This covers exporting an existing bitmap. You can also export any part of your document as a bitmap. See Creating bitmaps.

{button ,KL(`bitmap gallery,bitmap gallery overview',0,`____No_Topics_Found',``)} **Related Topics**

Saving documents to disc

Documents are saved by writing them to disc. The first time you save a document, you must give it a name and say which directory to save it in. For subsequent saves Xara Webster remembers the document name and directory.

To save a document

1. Make sure the document you wish to save is the current document. If it is not, click on it.

2. From the File menu, choose Save.

If you have not saved the document before, the Save As dialog box appears. You can then name the document and specify which directory to save it in.

Tips

- To save a document using a different name, choose Save As from the File menu. This lets you create backups of your documents.
- To save the document in a different file format, use Export on the File menu.

Scaling and rotating polygons

You can use the QuickShape Tool to scale and rotate polygons.

To scale and rotate polygons

1. Select the polygon (see Selecting objects).
2. Choose the QuickShape Tool
3. Drag one of the outer handles. The polygon scales and rotates about its center.

Tips

- To just scale the shape, CTRL-drag towards or away from the center of the shape.
- To just rotate the shape, hold down CTRL and drag the handle radially.
- You can also resize and rotate a polygon using the drop-down list on the QuickShape Tool Infobar. Choose "Size and Rotation" from the list and change the values in the fields on the right.
- You can also rotate and scale objects using the Selector Tool . See Rotating objects and Scaling objects.

{button ,KL(`tools,quickshape tool;polygons',0,`____No_Topics_Found',`')} Related Topics

Scaling ellipses

You can scale ellipses easily using the QuickShape Tool or the Ellipse Tool.

To scale an ellipse

1. Select the ellipse (see Selecting objects).
2. Choose the Ellipse Tool or the QuickShape Tool.
3. Drag a handle on the ellipse.

Tips

- To keep the ellipse the same shape, hold down SHIFT.
- To resize the ellipse without it rotating or stretching, hold down CTRL.
- You can scale ellipses with the Selector Tool - see Scaling objects.
- You can also resize an ellipse using the drop-down list on the Ellipse Tool Infobar or the QuickShape Tool Infobar. Choose "Width and Height" from the list and change the values in the fields on the right.

Related Topics

Ellipse Tool
QuickShape Tool

Ellipses

Scaling objects

Objects can be scaled either by dragging with the mouse or more accurately using the controls on the Selector Tool Infobar. To stretch an object, you just need to drag the side handles so the object scales in one direction.

What do you want to do?

Scale objects by dragging
Scale objects accurately

Web Link

Scaling objects
Movies

Scaling objects accurately

This method of scaling objects gives you precise size control.

To scale objects accurately

1. Select the object(s) to be scaled (see Selecting objects).

2. Enter the required scaling (%) in the Scaling Field on the Selector Tool Infobar and press RETURN.

Tips

- To lock or unlock the aspect ratio of the selection click the Aspect Ratio Lock button on the Infobar.
- To force line thicknesses in the selection to increase/decrease with the scaling click the Scale Line Width Button on the Infobar.
- If you stretch an object containing a circular fill, the fill will change to an elliptical fill, but an undo will not revert this change - the fill will remain elliptical.
- You can also enter values in the Dimensions Field on the Infobar and press RETURN.
- You can also use the arrow buttons on the Scaling Field on the Infobar to change the scaling in small increments.

Scaling objects by dragging

This is an easy way of scaling objects as you can see the results as you drag.

To scale objects by dragging

1. Select the objects to be scaled (see Selecting objects).

2. Ensure selection handles are in Scale Mode (see Switching selection handle mode).

3. Do one of the following

- Drag a corner selection handle to scale away from the opposite corner.
- SHIFT-drag a corner selection handle to scale around the center.
- Drag a side selection handle to stretch in one direction.
- SHIFT-drag a side selection handle to stretch in both directions.

Tips

- If you select the Aspect Ratio Lock button on the Selector Tool Infobar, the aspect ratio of the selected object is locked when you scale using the corner handles.
- To leave copies of the object as you scale it, drag as normal, but click the right mouse button where you want each copy (or press ' +' on the number keypad).
- To force line thicknesses in the selection to increase/decrease with the scaling click the Scale Line Width Button on the Infobar.
- To scale the object but not any fill applied to it, press and release ' - ' on the number keypad during the drag. This is useful if you want to scale an object with a bitmap fill and not scale the bitmap.
- If you stretch an object containing a circular fill, the fill will change to an elliptical fill, but an undo will not revert this change - the fill will remain elliptical.

Web Link

Scaling objects

Movies

{button ,KL(`selector tool',0,`____No_Topics_Found',`')} Related Topics

Scaling rectangles

The QuickShape and Rectangle Tools provide with an easy way of scaling a rectangle.

To scale a rectangle

1. Select the rectangle (see Selecting objects).
2. Choose the QuickShape Tool or the Rectangle Tool.
3. Drag one of the corner handles to move it.

Tips

- If you want to scale the rectangle away from a corner or side, just drag an opposite corner. You can use CTRL to lock the width, height or aspect ratio.
- To scale and rotate the whole shape at once, SHIFT-drag. This scales the shape around its center.
- To scale the whole shape without it rotating, CTRL+SHIFT-drag.
- You can also resize a rectangle using the drop-down list on the Rectangle Tool Infobar or the QuickShape Tool Infobar. Choose "Width and Height" from the list and change the values in the fields on the right.

{button ,KL(`tools,rectangle tool;tools,quickshape tool',0,`____No_Topics_Found',`')} Related Topics

Searching a gallery

The Font, Clipart, and Fill Galleries contain many items. You can easily search for the items you want.

To search a gallery

1. Click the Options button in the gallery.
2. Choose Find from the menu to open the Gallery Find dialog box.
3. Type in the text to search for.
4. Choose whether you wish to search just the names and keywords.
5. Click the Find First button to find the first match.

Click the Find Next button to continue searching.

Tip

For more information on the options, click the Help button in the dialog box.

{button ,KL(`galleries',0,`____No_Topics_Found',``)} Related Topics

Select All (Edit Menu) CTRL+A

Select All selects (see selection) all visible, editable objects in the current document. For more details on selecting objects, see Selecting objects.

Note

If you press CTRL+A when you are using the Text Tool, all the characters in the selected text object will be selected.

Select All Points

The Select all Points item on the Point Handle Pop-up Menu selects all the point handles on all the selected lines and shapes.

Select End Frame (Control Bars)

Clicking this button selects the last frame in the animation - the one shown at the top of the Frame Gallery.

Select Next Frame (Control Bars)

Click this button to select the frame after the current one. This is equivalent to clicking on the frame above the current one in the Frame Gallery.

Select Previous Frame (Control Bars)

Click this button to select the frame before the current one. This is equivalent to clicking on the frame below the current one in the Frame Gallery.

Select Start Frame (Control Bars)

Clicking this button selects the first frame in the animation - the one shown at the bottom of the Frame Gallery.

Selecting a member of an object

Xara Webster has a special form of Select Inside which allows you to select a particular member of a compound object as opposed to the normal select inside which will always selects the actual object you click on. With select member, a click selects the object inside the compound object which contains the clicked object. If that object is a compound object, another click will select a member in that object and so on. When the last selected object is not a compound object the next click will select the outermost object again.

To select a member of an object

1. Choose the Selector Tool (see Selecting objects).

2. Place the mouse pointer over the member of the compound object.

3. Do one of the following :

- CTRL+ALT-click to select the member object.
- CTRL+ALT+SHIFT-click to swap the member object between selected and not selected.

If the required member object is deeper inside the object, repeat step 3.

CTRL+ALT-click to select the next member of the selected object.

Notes

- When any selected object is inside another one the status line shows, for example "2 shapes selected ("inside")"
- Some operations are unavailable when any selected object is inside another one.

{button ,KL(`tools,selector tool',0,`____No_Topics_Found',`')} Related Topics

Selecting a single object

Selecting an object is usually the first step in changing one or more of its attributes.

To select a single object

1. Choose the Selector Tool.
2. Click on the object.

Click to select the object under the mouse pointer

Tip

Often you don't need to select an object. For example, you can change its color by drag-and-dropping the color from the Color Line.

Web Link

Movies

{button ,KL(`tools,selector tool;selector tool',0,`____No_Topics_Found',`')} Related Topics

Selecting a single point handle

You need to select a point handle before you can delete it or move it to reshape the line or object.

To reshape a single point handle

1. Select the line or shape.
2. Choose the Shape Editor Tool (you can also use the Selector Tool, see tip).
3. Click on the point handle on the selected line or shape.

Tip

You can use the Selector Tool if you have enabled edit handles. See Enabling edit handles.

{button ,KL(`tools,selector tool;tools,pen tool;tools,shape editor tool',0,`____No_Topics_Found',`')} Related Topics

Selecting all objects

This is a quick way to select all the objects in your document. See Selecting objects for details of how to select individual objects.

To select all objects

From the Edit menu, choose Select All.

Notes

When creating animations: to select all objects in all frames, click All Visible and All Editable in the Frame Gallery. See Frame Gallery for details.

Web Link

Movies

Selecting all point handles

When you are using the Shape Editor Tool to alter a line or shape, you can select all the point handles on the line.

To select all point handles on a line or shape

1. Select the line or shape.
2. Choose the Shape Editor Tool.
3. CTRL-SHIFT-click on a deselected point handle.

Tips

- If you select all the point handles on a line, you can smooth it. See Smoothing lines and shapes.
- You can select all the points on a line or shape quickly by right-clicking on the line or shape to open the pop-up menu and choosing Select All Points.

Selecting characters in text objects

This lets you select one character from a line of text.

To select a character in text objects

1. Choose the Selector Tool.
2. Click on the text object to select it.
3. Do one of the following :

- CTRL-click on the character ,
- ALT+CTRL-click on the character twice. The first click selects the line, the second click selects the character.

Tips

- You can also select a character by selecting a region of the text object with only one character in it. See Selecting part of a text object.
- When a text character is selected, the Text Tool Infobar shows the attributes applied to it.
- A selected region of text remains selected even after a tool other than the Text Tool has been chosen. This makes it simple to apply fills and transparency to selected text regions.

Selecting difficult objects

If you are having trouble selecting an object, you may like to try the following :

- Zoom in on the object so you can click more accurately. See Zooming in and out.
- Lower the quality setting to outline and click
- If the object is the back object in a blend with many steps, try using a high-zoom on the tiny section of the back object still visible.

Selecting items in a gallery

Galleries allow you to perform operations on their contents (for example deleting named colors). Before these operations can be applied, the items in the gallery must be selected. Selected items are highlighted.

Selecting a Single Item

Click on the item

Selecting Several Items

1. Click on the first item
2. CTRL-click on each subsequent item

Selecting a Block of Items

1. Click on the first item in the block
2. SHIFT-click on the last item in the block. This selects all items between the first and last.

{button ,KL(`galleries',0,`____No_Topics_Found',`')} Related Topics

Selecting lines of text in text objects

This lets you select a single line of text in a text object.

To select a line of text

1. Choose the Text Tool.
2. Place the pointer over the line of text.
3. Triple-click.

Tips

- When a region of text is selected, the Text Tool Infobar shows the attributes applied to the region.
- A selected region of text remains selected even after a tool other than the Text Tool has been chosen. This makes it simple to apply fills and transparency to selected text regions.
- You can also use the Selector Tool. Click on the text object to select it, then ALT+CTRL-click on the line to select it inside.
- In the Text Tool click in the text object. Then press CTRL+L to select all characters in the current line. See the List of Text Tool keyboard shortcuts for a complete list.

{button ,KL(`tools,text tool;text objects,selecting',0,`____No_Topics_Found',``)} Related Topics

Selecting objects

When you want to change an object, you will normally have to select it. Objects are selected and deselected using the Selector Tool. When an object is selected a selection marker is shown on it and selection handles, edit handles, fill handles and fill arrows are displayed on and around the selection (if they have been enabled, see below).

What do you want to do?

- Select a single object
- Select several objects
- Select all objects
- Select objects under other objects
- Select objects in objects
- Select difficult objects
- Change the selection with the Tab key

- Deselect objects

Web Link

Selecting objects

Movies

{button ,KL(`selecting,objects;tools,selector tool;selector tool',0,`____No_Topics_Found',`')} Related Topics

Selecting objects in objects

Xara Webster lets you easily select objects that are contained within compound objects. These objects can then be edited as if they were not contained. Select Inside is a shortcut to select the object you actually click on, irrespective of whether it inside another object or not. If you wish to select a compound object inside another object you must use Select Member. See Selecting a member of an object.

To select objects in objects

1. Choose the Selector Tool.
2. Place the mouse pointer over the contained object you want to select.
3. Do one of the following

- CTRL-click to select the object.
- CTRL+SHIFT-click to swap the object between selected and not selected.

CTRL-Click to select the object under the mouse pointer even if it is contained inside other objects

Notes

- When an object has been selected inside another object, this information is displayed on the Status Line. For example "1 QuickShape (inside)"
- Some operations are unavailable when any selected object is inside another one.
- If you hold down CTRL when you drag-and-drop an attribute onto an object inside another object, the attribute will be applied to the object inside the compound object. See apply inside.

{button ,KL(`tools,selector tool;selector tool',0,`____No_Topics_Found',`')} Related Topics

Selecting objects under other objects

Often objects in the document cover all or most of other objects. Use this to select the hidden objects.

To select objects under other objects

1. Choose the Selector Tool.
2. Place the mouse pointer above the hidden object.
3. Do one of the following :

ALT-click to select the object underneath.

ALT-click again to deselect that object and to select the next object underneath.

The first ALT-click will select the object on top first if it is not selected already. Subsequent ALT-clicks will go on to select the objects underneath. ALT-clicking with the bottom object selected will reselect the top-most object.

Click to select the object under the selected object. (ALT-click)

{button ,KL(`selector tool;tools,selector tool',0,`____No_Topics_Found',`')} Related Topics

Selecting part of a text object

By using different options you can select either the whole text object or just a part of it, even down to a single character.

To select part of a text object

1. Choose the Text Tool

2. Do one of the following :

- To select characters, click and drag over them.
- To select a word, double click on it.
- To select all the characters on a line, CTRL-click on it.
- To extend a select region, SHIFT-click either side of it.
- Move the text cursor to one end of the required region. Hold down SHIFT and use the cursor keys to select the required region.
- Press CTRL+L to select all characters in the line containing the text cursor.
- Press CTRL+A to select all characters in the text object.
- Click in the text to insert the cursor at the start of the region and SHIFT-click at the end of the required region.

Tips

- When a region of text is selected, the Text Tool Infobar shows the attributes applied to the region.
- A selected region of text remains selected even after a tool other than the Text Tool has been chosen. This makes it simple to apply fills and transparency to selected text regions.

Selecting point handles

To move, delete and change points on lines and shapes (point handles) you usually need to select the points.

What do you want to do?

- Select a single point handle
- Swap the selection of a point handle
- Select several point handles
- Deselect all point handles
- Select all point handles
- Cycle which points are selected

Selecting several objects

Xara Webster lets you select multiple objects. You can then, for example, move them all in one operation.

To select several text objects

1. Choose the Selector Tool.

2. Do one of the following :

Drag from an empty part of the page to form a rectangle that envelopes all the required objects. When you release the mouse button all the objects entirely contained within the rectangle will be selected.

Click on the first object you wish to select and SHIFT-click on each subsequent object to swap it from not being selected to being selected.

Tip

SHIFT-clicking swaps the object under the mouse pointer between selected and not selected.

When creating animations: to select objects in multiple frames, click All Visible and All Editable in the Frame Gallery. See Frame Gallery for details.

Web Link

Movies

{button ,KL(`selector tool;tools,selector tool;objects,selecting',0,`____No_Topics_Found',`')} Related Topics

Selecting several point handles

Once you have selected a line or shape you can individually select point handles on it. Once you have selected them you can move them, delete them and smooth them.

To select several point handles

1. Select the lines or shapes (see Selecting objects).
2. Choose the Shape Editor Tool.
3. Do one of the following :

- Dragging creates a selection rectangle around the required point handles on the selected line or shape and selects them.
- SHIFT-dragging around points toggles the selection of the point handles within the rectangle.

Tip

You can also select several points by individually swapping the selection of points. See Swapping the selection of point handles. This is an ideal way of selecting extra points.

Selecting text

What do you want to do ?

- Select a whole text object
- Select a line of text in text object
- Select characters in a text object
- Select part of a text object

Web Link

Movie

Selecting text objects

This selects the entire text object.

To select a text object

Depending on which tool is currently selected, do one of the following:

- In the Selector Tool, click on the text object.
- In the Text Tool, click in the text object and press Escape.

Tips

- When text is selected, the Text Tool Infobar shows the attributes applied to the region.
- In the Text Tool you can also drag from the start of the text object to the end.

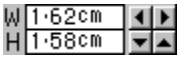
{button ,KL(`tools,text tool;tools,selector tool',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Aspect Ratio Lock Button

The Aspect Ratio Lock button on the Selector Tool Infobar locks the aspect ratio of the selected objects when you scale them using the corner selection handles. When the button is pressed in, the ratio is locked. When the button is pulled out, the height and width of the selection can be altered independently.

{button ,KL(`tools,selector tool;selector tool;scaling;stretching',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Dimensions Field



The Dimensions Field on the Selector Tool Infobar shows the dimensions of the selection. Its values alter dynamically if you scale or stretch the selection.

You can also resize the selection by :

- Typing into the fields and pressing RETURN,
- Clicking the arrow buttons.

Note

- If the Scale Line Widths button on the Selector Tool Infobar is pressed in, the values in these fields include the line width of objects.

{button ,KL(`tools,selector tool;selector tool;scaling;stretching;units,overview',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Edit Handles Button

The Edit Handles Button on the Selector Tool Infobar enables and disables edit handles. With edit handles displayed you can use the Selector Tool to edit objects.

The Selector Tool offers the ability to do basic object editing but the more specialized Tools often offer more. For instance the QuickShape Tool can bend the edges of a QuickShape whereas the Selector Tool can only perform simple QuickShape editing.

Tip

You can swap the setting of this control using the 2 key.

{button ,KL(`tools,selector tool;selector tool;edit handles',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Fill Handles Button

The Fill Handles Button on the Selector Tool Infobar enables and disables fill handles and fill arrows. When they are enabled you can use the Selector Tool to move fill handles on selected objects rather than being forced to choose the Fill Tool.

Tip

You can swap the setting of this control using the 3 key.

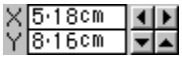
{button ,KL(`tools,selector tool;selector tool;fill handles',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Flip Buttons

The Flip buttons on the Selector Tool Infobar flip the selection either vertically or horizontally. Both horizontal and vertical flips reflect the selection about the transformation center. This will usually pass through the center of the object unless it has been moved.

{button ,KL(`tools,selector tool;selector tool;objects,flipping',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Position Field



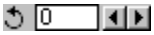
The Position Field on the Selector Tool Infobar shows the coordinates of the bottom left corner of the bounding box of the selection relative to the bottom left corner of the page. It updates dynamically as you drag the selection.

You can also move the selection by :

- Typing into the fields and pressing RETURN,
- Clicking the arrow buttons.

{button ,KL(`tools,selector tool;selector tool;objects,moving;units,overview;nudging',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Rotation Field



The Rotation Field on the Selector Tool Infobar lets you rotate the selection. To rotate the selection :

- Type a value in degrees into the field and press RETURN.
- Click the arrow buttons.

Positive angles rotate the selection anti clockwise, negative angles clockwise. The rotation is centered around the transformation center. This will usually be in the center of the selection unless it has been moved.

{button ,KL(`tools,selector tool;selector tool;objects,rotating',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Scale Line Width Button

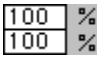
The Scale Line Widths button on the Selector Tool Infobar selects whether scaling the selection also scales the line widths (thickness). With the button pressed in, the thickness of the lines changes in proportion as you scale the selection. With the button pulled out, line widths are unchanged by scaling. Line widths are not altered when rotating, skewing or stretching objects.

Note

If this button is pressed in, the values in the Dimensions fields include the line widths of objects. If you pull this button out, the dimensions do not include the outline width.

{button ,KL(`tools,selector tool;selector tool;scaling',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Scaling Field



The Scaling Field on the Selector Tool Infobar is used to scale the selection. Entering a value into the field and pressing RETURN scales the currently selected objects.
The Aspect Ratio Lock button to the right of the Scaling Field locks the aspect ratio of the selected objects. What this means is changing one of the scaling vales will change the other by an equal amount so the objects are the same shape. This lets you scale objects without distorting them. To scale just the width or height of the selection, turn aspect ratio off.
The scaling is centered around the transformation center. This will usually be in the center of the selection unless it has been moved.

{button ,KL(`tools,selector tool;selector tool;scaling;stretching',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Selection Handles Button

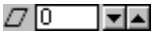
The Selection Handles Button on the Selector Tool Infobar enables and disables selection handles. With selection handles displayed, you can rotate, scale, stretch and skew the selection by dragging the handles.

Tip

You can swap the setting of this control using the 1 key.

{button ,KL(`tools,selector tool;selector tool;selection handles;stretching;skewing;scaling;rotating',0,`____No_Topics_Found',`')}
Related Topics

Selector Tool - Skew Field



The Skew Field on the Selector Tool Infobar is used to skew the selection. To skew the selection :

- Type a skew angle and press RETURN.
- Click the arrow buttons to skew the selection.

Positive values skew the selection above the transformation center to the right. Negative values skew the selection above the transformation center to the right. The skew takes place along a horizontal line through the transformation center. This will usually mean a horizontal line through the center of the selection unless you have moved the transformation center.

{button ,KL(`tools,selector tool;selector tool;skewing',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Rotate/Skew Mode Button

The Rotate/Skew Mode Button on the Selector Tool Infobar controls the operation of the selection handles around the selection. When the button is pressed in, the selection handles are in Rotate/Skew mode and when the button is pulled out selection handles are in scale mode.
If selection handles are not enabled, pressing this button enables them and places them in Rotate/Skew mode.
Clicking on a selected object with the Selector Tool chosen will swap the selection mode between Rotate/Skew mode and Scale mode - this is usually easier than using the Rotate/Skew mode button.

Tip

You can swap the setting of this control using the 4 key on the main keyboard.

{button ,KL(`tools,selector tool;selector tool;objects,rotating;objects,scaling;objects,stretching;objects,skewing;selection handles',0,`____No_Topics_Found',`')} Related Topics

Selector Tool - Transformation Center Grid

The Transformation Center Grid on the Selector Tool Infobar is used to move the transformation center. Clicking on one of the nine buttons moves the transformation center to the equivalent position on the selection. For example, pressing the central button moves the transformation center to the center of the selection.
The same effect can be achieved by CTRL-dragging the transformation center. This constrains the transformation center to one of the corners, the center of the edges or the center of the selection, whichever is closer to the mouse.

{button ,KL(`tools,selector tool;selector tool;objects,rotating;objects,skewing;objects,flipping;objects,scaling',0,`____No_Topics_Found',`')} Related Topics

Selector Tool F2 or Spacebar or ALT+S

The Selector Tool is the primary tool in Xara Webster. It is used for selecting, rotating, moving, skewing, stretching, flipping and scaling objects as well as other editing.
The Selector Tool can display several types of handle :

- Selection Handles, which are used to rotate, scale and skew objects.
- Edit Handles, which can be used to edit the shape of objects.
- Fill Handles, which can be used to edit fills within objects.

Selector Tool Infobar Controls

Selection Handles
Edit Handles
Fill Handles
Rotate/Skew Mode or Scale Mode
Transformation Center Grid
Position
Dimensions
Scaling
Aspect Ratio Lock
Rotation
Skew
Flip
Scale Line Widths

Selector Tool Operations

Switching selection handle mode
Selecting objects
Moving objects
Rotating objects
Scaling objects
Flipping objects
Enabling selection handles
Enabling edit handles
Enabling fill handles and fill arrows
Stretching objects
Skewing objects
Moving fill handles
Using the Selector Tool temporarily
Moving points on shapes and lines
Selecting point handles
Moving the transformation center

Web Link

Movies

Setting current attributes from an object

You can set the current attributes so they are the same as an object. This is an easy way to create multiple similar objects.

To set the current attributes from an object

1. Copy the object to the clipboard.
2. Deselect all objects.
3. Choose Paste Attributes from the Edit menu to set the current attributes to those used by the object on the clipboard.

Tip

If you want to set the attributes for text, choose the Text Tool first.

{button ,KL(`current attributes',0,`____No_Topics_Found',`')} Related Topics

Setting document options

This lets you change the options for documents loaded in Xara Webster.

To set document options

1. From the Utilities menu, choose Options. See Options for details on the settings available.
2. Change the options as required.
3. Save the document.

Tip

Some of the options in the Options dialog box refer to a specific document and some are general options which apply to the program. The ones that apply to the document have the document name written above them.

Setting program options

Program options affect how Xara Webster works.

To set program options

1. From the Utilities menu, choose Options. See Options for details on the settings available.
2. Change the options as required.

Tip

Some of the options in the Options dialog box refer to a specific document and some are general options which apply to the program. The ones that apply to a specific document have the document name written above them.

Setting the current attributes

When you create a new object in your drawing, it uses the 'current attributes'. So, for example, if the current attributes include a thick green outline and blue fill color, each new object you draw will appear with these attributes. If you want to draw several objects with very similar attributes, you can change the current attributes before you start so all the objects appear with similar characteristics.

Because you will rarely need the current attributes to apply to both text and other object types, text has its own current attributes. For example, if you change the current attributes to include a white fill, you probably don't want all your text to appear white.

To set the current attributes

Do one of the following :

- Deselect all objects (see Deselecting all objects) and change the attribute. e.g. select a new line width.
- Use drag-and-drop to drop the attribute onto an empty part of the page.

To set the current text attributes

1. Choose the Text Tool.

2. Do one of the following :

- Deselect all objects (see Deselecting all objects) and change the attribute. e.g. select a new font.
- Use drag-and-drop to drop the attribute onto an empty part of the page.

For example if you want all text to appear at 48pt, ensure there are no objects selected, choose the Text Tool and change the point size to 48. If you want text to appear in green, choose the Text Tool and drag green onto the page.

_____

{button ,KL(`current attributes;pasting,attributes from the clipboard',0,`____No_Topics_Found',`')} Related Topics

Setting the length and angle of a straight line segment

When you have drawn a line or shape that includes straight segments, you can set the angles of these segments exactly.

To set the length and angle of a segment

1. Select the line or shape (see Selecting objects).
2. Choose the Shape Editor Tool.
3. Select the point handle on one end of the segment.
4. Enter the angle and length into the fields on the Shape Editor Tool Infobar.
5. Press RETURN.

Setting the size of buttons

Buttons on the Toolbar, Infobar and control bars can be small or large. Use the size you prefer.

To set the size of buttons

1. From the Window menu, choose Control Bars.

2. At the bottom of the dialog box, select which bars should have large buttons :

- Top
- Bottom
- Left
- Right
- Floating

Tip

- The Floating option also applies to the buttons in the galleries. If you want larger buttons in the galleries, select this option.

Web Link

Movie

Shape Editor Tool - Break Button

B

The Break button on the Shape Editor Tool Infobar 'breaks' the selected line(s) or shape(s) at each of the selected point handles. Breaking a shape will form a line and breaking a line will form two lines.

{button ,KL(`tools,shape editor tool;lines,breaking',0,`____No_Topics_Found',`')} Related Topics

Shape Editor Tool - Curved Lines Button

The Curved Lines button is on the Shape Editor Tool Infobar. If no point handles are selected, it sets the default line type to curved lines. The next line segment you draw will be curved.
If a number of point handles are selected (see Selecting point handles), this button will change all the connecting line segments to curves. Only those line segments with both point handles selected change - any line segment with only one point handle selected does not change.

C

Note
The keyboard shortcut only works when the Shape Editor Tool is the current tool.

{button ,KL(`tools,shape editor tool;lines,drawing;shapes,drawing',0,`____No_Topics_Found',`')} Related Topics

Shape Editor Tool - Delete Points Button

The Delete Points button on the Shape Editor Tool Infobar deletes all selected point handles. If only one point handle is left after the delete operation, the entire line or shape will be deleted.

DEL (Delete)

Note

The keyboard shortcut only works when the Shape Editor Tool is the current tool - normally Delete deletes all the objects selected.

{button ,KL(`tools,shape editor tool;point handles,deleting',0,`____No_Topics_Found',`')} Related Topics

Shape Editor Tool - Mode Indicator

New:

This indicator on the Shape Editor Tool Infobar shows the current state of the tool. It shows:

New:
No point handles are selected, click to start a new line or shape.

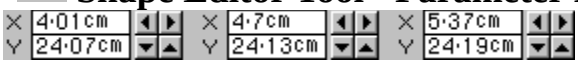
Add:
An end point handle is selected.

- Click away from the line to extend the line,
- Click on the line to add a new point handle,
- Click on the other end point handle to close the shape.

Change:
An intermediate point handle or several point handles are selected. Click away from the line to start a new line or click on the line to add a new point handle.

{button ,KL(`tools,shape editor tool',0,`____No_Topics_Found',`')} Related Topics

Shape Editor Tool - Parameter Fields



The parameter fields on the Shape Editor Tool Infobar display information about the currently selected point handle, the fields are blank if more than one point handle is selected.

Left Hand Field
This field displays :

- The co-ordinate of the previous curve handle, if the previous segment is a curved line.
- The length and angle of the previous segment, if it is a straight line.

Center Field
This field displays the coordinates of the selected point handle.

Right Hand Field
This field displays :

- The co-ordinate of the next curve handle, if the previous segment is a curved line.
- The length and angle to the horizontal of the next segment, if it is a straight line.

One point handle is 'previous' to another if it is nearer the start of the line.

{button ,KL(`tools,shape editor tool;units,overview',0,`____No_Topics_Found',`')} Related Topics

Shape Editor Tool - Sharp Point Button

The Sharp Points button on the Shape Editor Tool Infobar changes all the selected point handles into sharp (cusp) corner points with independently controllable curve handles (not smooth points).
If no point handles are selected it sets sharp points as the default.

Z

Note
The keyboard shortcut only works when the Shape Editor Tool is the current tool.

{button ,KL(`tools,shape editor tool',0,`____No_Topics_Found',`')} Related Topics

Shape Editor Tool - Smooth Point Button

The Smooth Point button on the Shape Editor Tool Infobar changes all the selected point handles into smooth points (not corner/cusp points). If no point handles are selected it sets smooth points as the default.

S

Note

The keyboard shortcut only works when you are using the Shape Editor Tool.

{button ,KL(`tools,shape editor tool;point handles',0,`____No_Topics_Found',`')} Related Topics

Shape Editor Tool - Smoothing Slider

The Smoothing slider on the Shape Editor Tool Infobar smoothes (simplifies) the currently selected line(s) by removing points (see Selecting point handles) and altering the shape of the remaining line to match the original shape as closely as possible.
It is similar to the auto-reduce feature found in CorelDRAW.

Note
The smoothing slider is dimmed when no point handles are selected.

{button ,KL(`tools,shape editor tool;lines,smoothing',0,`____No_Topics_Found',`')} Related Topics

Shape Editor Tool - Straight Lines Button

The Straight Lines button is on the Shape Editor Tool Infobar. If no point handles are selected, it sets the default line type to straight lines. The next line segment you draw will be straight.
If a number of point handles are selected (see Selecting point handles), this button will change all the connecting curved line segments to straight lines. Only those line segments with both point handles selected change - any line segment with only one point handle selected does not change.

L

Note
The keyboard shortcut only works when the Shape Editor Tool is the current tool.

{button ,KL(`tools,shape editor tool;lines,drawing;shapes,drawing',0,`____No_Topics_Found',`')} Related Topics

Shape Editor Tool F4

Unlike other drawing programs, Xara Webster combines the main shape or curve editing functions and line or shape creation facilities in this one tool. The Shape Editor Tool can be used to alter curves or straight lines, insert or delete points, smooth complex curves, cut lines, reshape curves and create new lines or shapes. To find out more about lines and shapes, see the Lines and Shapes Overview.
The Shape Editor Tool can also be chosen using the Line and Shape Pop-up Menu.

Shape Editor Tool Infobar Controls

Mode Indicator
- Curved Lines
- Straight Lines
- Smooth Point
- Sharp Point
- Break
- Delete Point

Parameters

Smoothing

Shape Editor Tool Operations

- Moving points on shapes and lines
- Selecting point handles
- Deleting points on lines and shapes
- Adding points to lines and shapes
- Smoothing a line or shape
- Joining lines
- Breaking a line or shape apart
- Adding points into a line or shape
- Altering point handles
- Changing curved lines and shapes
- Drawing a line
- Drawing a shape
- Extend a line
- Setting the length and angle of a straight line segment
- Smoothing lines and shapes

Web Link

Movies

Show Grid (Window Menu) #

Show Grid sets whether or not the grid is displayed. A tick next to the option denotes that the grid is shown. For more details, see Displaying the grid.

{button ,KL(`grid',0,`____No_Topics_Found',`')} **Related Topics**

Showing hidden buttons

If buttons on a control bar are hidden because the window has been scaled and obscured them or you are using a small graphics mode, there are three options available :

- Set the buttons to 'small' using the Control Bars dialog box (choose Control Bars from the Window menu).
- Make the bar float by dragging it away from the window edges. See Moving and resizing control bars
- Drag some of the buttons to a new bar. See Moving and copying buttons.

Showing library colors on the Color Line

You can display any of the palettes listed in the Color Gallery on the Color Line or turn off any you do not want to see on the Color Line.

To turn on/off a palette

1. From the Utilities menu, choose Color Gallery.
2. Right-click on the library of colors to open the pop-up menu.
3. Select or deselect Show In Color Line.

Related Topics

Palettes

Color Gallery overview

Color Line overview

Skewing objects

Objects can be skewed along their edges, along a line parallel to their edges passing through the center of the selected objects or along a line parallel to their edges passing through the transformation center, either using the mouse or, accurately, using the Selector Tool Infobar.

What do you want to do ?

Skew objects by dragging
Skew objects accurately

Web Link

Skewing objects
Movies

Skewing objects accurately

This method of skewing objects gives you precise control.

To skew objects accurately

1. Choose the Selector Tool.
2. Select the objects to be skewed.
3. Move the transformation center onto the required horizontal skew axis.
4. Do one of the following :

- Enter a skew angle (in degrees) in the Skew Field on the Selector Tool Infobar and press RETURN.
- Use the Skew field arrow buttons on the Infobar.

{button ,KL(`transformation center',0,`____No_Topics_Found',`')} Related Topics

Skewing objects by dragging

1. Select the objects to be skewed (see Selecting objects).

2. Ensure the selection handles are in Rotate/Skew mode (see Switching selection handle mode).

3. Do one of the following :

- Drag the side selection handles to skew the object with opposite side used as a base line.
- SHIFT-drag the side selection handles to skew the selection about its center.

Tips

- The skew angle (see General Options) can be constrained by pressing CTRL during the drag.
- To leave copies of the object as you skew it, drag as normal, but click the right mouse button where you want each copy (or press '+' on the number keypad).
- To skew the object but not any fill applied to it, press NumPad ' - ' during the drag. This is useful if you want to skew an object with a bitmap fill without skewing the bitmap.

Web Link

Skewing objects

Movies

{button ,KL(`tools,selector tool;objects,skewing;selector tool',0,`____No_Topics_Found',`')} Related Topics

Slice (cut) Shapes (Arrange Menu)

This operation operates much like a pastry or cookie cutter. The object at the front of the selection is used as the cutter to slice through the other objects. If the front object is a line, you can slice objects in two. If the slice operation results in more than one shape, they will be grouped. For more details, see Slicing shapes.

Web Link

Combine Shapes

Movies

Slicing shapes

Slicing a collection of objects uses the top-most object as a 'cutter' to slice all the objects under it.

To slice a shape

1. Select the objects.

2. On the Arrange menu, open the Combine Shapes submenu and choose Slice Shapes.

Tips

- You can use this method with all object types in Xara Webster.
- If you use a line as the top object you can easily cut objects into pieces.
- If you need to slice a line, it is easier to add a point to the line and use the Break Button on the Shape Editor Tool Infobar. See Breaking lines and shapes apart.
- If a line is used to cut an object, the end points of the line must both lie outside the bounding box of the object.

{button ,KL(`objects,moving backwards and forwards',0,`____No_Topics_Found',`')} Related Topics

Smoothing lines and shapes

You can remove unwanted points from lines by smoothing the line.

To smooth lines and shapes

1. Use the Selector Tool to select the line or shape (see Selecting objects).
2. Choose the Shape Editor Tool.
3. Select the points on the region of the line to be smoothed (or simplified). See Selecting point handles
4. Move the smoothing slider on the Shape Editor Tool Infobar.

Tip

Smoothing only alters **selected** points. Unselected points are never altered, so if there are areas of the line you do not want changed, just make sure the points in these areas are unselected.

Web Link

Movie

{button ,KL(`tools,shape editor tool;lines,smoothing',0,`____No_Topics_Found',`')} Related Topics

Snap to Grid (Window Menu) Number Keypad .

Snap to Grid sets whether or not objects drawn will automatically lock onto the grid in the document. If the option is selected, items will lock onto the grid. Snap to Grid is also available from the View Pop-up Menu. For more details on grid snapping, see Enabling grid snapping.

Tip

The key shortcut only works if NumLock is enabled on your keyboard.

{button ,KL(`grid',0,`____No_Topics_Found',`')} Related Topics

Spacing buttons on control bars

On the control bars, some buttons are right next to each other, but some are separated by small spaces. You can space any of the buttons and controls on the control bars like this.

To space buttons on a control bar

ALT-drag the button a small distance away from the button next to it.

Standard Control Bar

New
Open
Save

Delete
Undo
Redo
Zoom Magnification

Previous Zoom
Zoom To Drawing

Line Width
Quality

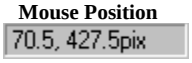
{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

Status Line Overview

The Status Line shows you what objects you have selected and described what you can do next. If you perform a longer operation, the Status Line will show you its progress. It also shows the mouse position. You can change the size of the Status Line using Control Panel (see Customizing the appearance of the program).

The Status Line is an ideal companion to learning how to use Xara Webster.

Mouse Position



The current position of the mouse pointer in the document relative to the bottom left-hand corner. The units used to show the mouse position are the page units.

{button ,KL(`status line',0,`____No_Topics_Found',`')} Related Topics

Straightening curved line segments

You can change the segment of a line between two adjacent point handles in a straight line.

To straighten a curved line segment

1. Select the line or shape (see Selecting objects).
2. Select the two point handles on either side of the curved segment (see Selecting point handles).
3. Choose the Shape Editor Tool.
4. Click the Straight Lines button on the Shape Editor Tool Infobar.

Tips

- You can select several line segments and change them in one operation.
- Both point handles must be selected. If only one is selected, the segment doesn’t change.

Stretching or squashing ellipses

You can easily stretch or squash ellipses.

To stretch or squash an ellipse

1. Select the ellipse (see Selecting objects).
2. Choose the Ellipse Tool or the QuickShape Tool.
3. Drag a handle to resize the ellipse relative to the opposite handle.

Tips

- You can also use the Selector Tool - see Stretching objects.
- You can also use the drop-down list on the Ellipse Tool Infobar or the QuickShape Tool Infobar. Choose "Width and Height" from the list and change the values in the fields on the right.

Stretching or squashing objects

You can stretch or squash objects by either scaling them in one direction or skewing them.

What do you want to do?

- Scale objects in one direction
- Skew objects

Stretching or squashing rectangles

You can easily stretch or squash rectangles.

To stretch or squash a rectangle

1. Select the rectangle (see Selecting objects).
2. Choose the Rectangle Tool or the QuickShape Tool.
3. CTRL-drag a corner handle in the direction you want to stretch or squash the rectangle.

Tips

- You can also use the Selector Tool. See Stretching objects.
- You can also use the drop-down list on the Rectangle Tool Infobar or the QuickShape Tool Infobar. Choose "Width and Height" from the list and change the values in the fields on the right.

Subtract Shapes (Arrange Menu)

Discard those areas of the selected objects covered by the front object and remove the front object. The front object may be a group for more complex cut-outs. This operation is the 'opposite' of Intersect shapes. If the subtract results in more than one shape, they will be grouped.

Web Link

Combine Shapes

Movies

Subtracting shapes

Subtracting objects removes a section of the underlying objects using the outline of the top-most object.

To subtract a shape

1. Select the objects (see Selecting objects).
2. On the Arrange menu, open the Combine Shapes submenu and choose Subtract Shapes.

Tips

You can use this method with all object types in Xara Webster.

{button ,KL(`objects,moving backwards and forwards',0,`____No_Topics_Found',`')} Related Topics

Swapping the selection of point handles

You can swap a point handle on a line or shape between being selected and not selected.

To swap the selection of point handles

1. Choose the Shape Editor Tool.
2. SHIFT-click on a point handle on the selected line or shape. If selected the point is deselected, if not selected, the point is selected.

Tips

You can also use the Selector Tool to swap the selection of point handles if you have enabled edit handles. See Enabling edit handles.

{button ,KL(`tools,selector tool;tools,pen tool;tools,shape editor tool;point handles',0,`____No_Topics_Found',`')} **Related Topics**
Selector Tool
Shape Editor Tool

Point handles

Switching selection handle mode

Selection handles allow basic manipulation of the selected objects. They are enabled using the Selection Handles Button on the Selector Tool Infobar (see Enabling selection handles). They operate in two modes, Scale Mode and Rotate/Skew Mode. The former allows the selection to be scaled and stretched and the latter allows it to be rotated and skewed.

To swap selection handle mode

Click the Rotate/Skew Mode Button button on the Selector Tool Infobar.

or

Click on one of the objects in the selection.

or

Choose the Selector Tool and press the 4 key on the main keyboard.

Related Topics

Selector Tool

Technical Support

If you register Xara Webster we will provide full technical support by telephone, fax, post and email. For more details click the web links below.

Web Links

- **Registering Xara Webster**
- **Xara Webster Technical Support**

Text Overview

You can create text objects in several different forms. Each is a little different, though they all work in much the same way.

Simple Text

My old man's a dustman,
He wears a dustman's cap.

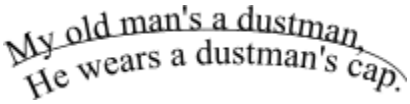
This is the original form of text in early versions of the program. With it you can create single or multiple line text blocks. For more details, see Creating simple text.

Column Text

My old man's a dustman, he wears a
dustman's cap.

This is identical to simple text, but with the added benefit that you set the width of the text block when you create it and the words wrap onto the next line when each line is full. You can change the length or angle of the text block at any time. For more details, see Creating column text.

Text on a Curve



Text on a curve works just like column text, but the text follows the curve of a line. For more details, see Fitting text to a curve.

Web Links

Movies
Embossing text

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Text Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a text object, it contains the following options :

- Text Tool
- - - - - - - - - - -
- Reverse text on curve
- - - - - - - - - - -
- Cut
- Copy
- Paste
- - - - - - - - - - -
- Delete
- Duplicate (see note)
- Clone (see note)
- - - - - - - - - - -
- Convert to Editable Shapes
- Create Bitmap Copy
- Combine Shapes

- - - - - - - - - - -

- Web Address
- Color Editor

Note: Duplicate and Clone may be dimmed when you have a selected region. Xara Webster cannot duplicate or clone objects that are within other objects (in this case, a text story).

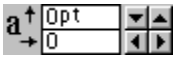
{button ,KL(`pop-up menus',0,`____No_Topics_Found',`')} Related Topics

Text Tool - Aspect Ratio Field

This field on the Text Tool Infobar shows the aspect ratio of text. 100% is a 1:1 aspect ratio. For information on how to change the aspect ratio of text, see Changing the aspect ratio of text.

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Text Tool - Baseline Shift and Kerning



These two fields on the Text Tool Infobar are used to move characters either vertically (baseline shift) or horizontally (kerning).

Baseline Shift
Changing the baseline shift of text moves it vertically. See Changing the baseline shift of text for more information. You can type values into this field in any unit, e.g. "2cm".

Kerning
Kerning spaces characters by placing an invisible 'kern' characters between them. Kerning is measured in ems. For more information, see Kerning text.

CTRL+ '+'	**Increase kerning (if the text cursor is present)**
CTRL+ '-'	**Decrease kerning (if the text cursor is present)**

{button ,KL(`tools,text tool;units,overview',0,`____No_Topics_Found',`')} Related Topics

Text Tool - Bold Button

B

When this button on the Text Tool Infobar is depressed, the **Bold** attribute is applied to the text. For more information, see Making text bold.

CTRL+B

Note

The keyboard shortcut only works when the Text Tool is the current tool.

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Text Tool - Center Justification Button

This button on the Text Tool Infobar sets the justification of text. When it is depressed, the text is centrally aligned around the point where you started typing. For more information, see Justifying text.

Note
You can center justify text fitted to a curve.

{button ,KL(`tools,text tool;column text',0,`____No_Topics_Found',`')} Related Topics

Text Tool - Font Field

This field on the Text Tool Infobar shows the current text font (typeface). Choose from the drop-down list to change the font. Note that you can also apply fonts using the Font Gallery. For information on changing the text font, see Changing text font.

On the left-hand side of the font is an indicator which shows the format of the font :

Adobe Type Manager (ATM) Type 1

TrueType

If a font is listed with a ' * ' displayed next to it, this means the font required for the current document cannot be found. This may be due to it not being installed on your system or the font file being corrupt. It may be possible to solve this problem by reinstalling the font. See Installing fonts. For a full list of fonts used in a document, see Viewing document information.

{button ,KL(`tools,text tool;font gallery,overview',0,`____No_Topics_Found',`')} Related Topics

Text Tool - Font Size Field

This field on the Text Tool Infobar shows the current point size of text. For information on changing the size of text, see Changing the size of text. You can type values into this field in any unit, e.g. "2cm".

{button ,KL(`tools,text tool;units,overview',0,`____No_Topics_Found',`')} Related Topics

Text Tool - Full Justification Button

This button on the Text Tool Infobar sets the justification of text that has been fitted to a curve. When it is depressed, text is justified fully between the ends of the line that the text has been fitted to. Full justification works by increasing or decreasing the spacing until the text fills the line. For more information, see Justifying text.

If you apply Full justification to text not fitted to a curve, the text is left justified.

{button ,KL(`tools,text tool;column text',0,`____No_Topics_Found',`')} Related Topics

Text Tool - Italic Button

When this button on the Text Tool Infobar is depressed, the *Italic* (slanted) attribute is applied to the text. For more information, see Making text italic.

CTRL+I

Note

The keyboard shortcut only works when the Text Tool is the current tool.

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

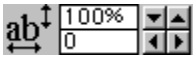
Text Tool - Left Justification Button

This button on the Text Tool Infobar sets the justification of text. When it is depressed, the text is justified so that its left-hand edge is aligned with the point where you started typing. For more information, see Justifying text.

Note
You can left justify text fitted to a curve.

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Text Tool - Line Spacing and Tracking



Line Spacing
This control on the Text Tool Infobar changes the spacing between lines in text objects. It always affects entire lines of text, so if you change the line spacing of a selected section of a text object, it will affect all the lines the selection covers. For more information, see Changing the spacing between lines of text

Tracking
This control changes the spacing between the characters (letters) in text objects. For more information about changing the tracking, see Changing the tracking of text.

CTRL+ '+'	**Increase tracking (if a region is selected)**
CTRL+ '-'	**Decrease tracking (if a region is selected)**

{button ,KL(`tools,text tool;units,overview',0,`____No_Topics_Found',`')} Related Topics

Text Tool - Right Justification Button

This button on the Text Tool Infobar sets the justification of text. When it is depressed, the text is justified to the right of the point where you started typing. For more information, see Justifying text.

Note

You can right justify text fitted to a curve.

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Text Tool - Superscript and Subscript Buttons

These buttons on the Text Tool Infobar set the superscript and subscript attribute to text., this results in text which is about half size. Subscript is the lower button and places the text at the bottom of the text line, whereas Superscript (the top button) places the small text at the top of the text line. For more information, see Making text superscript and subscript.

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Text Tool F8

The Text Tool allows you to create text objects consisting of one or many lines of text which can be placed around a curve if necessary and alter existing text objects. The Text Tool Infobar shows the range of text attributes.

- If there is a selected region of text, any change to a text attribute applies to that region.
- Otherwise, the change applies at the text cursor. Start typing and the text appears with the changed attribute.

If there is a selected region of text, the Infobar shows the attributes that apply to the region. If multiple values for one attribute have been applied, the field is blank, for example if the selected region includes both 10pt and 12pt text, the Font Size field is blank. When the cursor is visible, the Infobar shows the attributes that will apply when you type a character.
The Text Tool can also be chosen using the Text Pop-up Menu.

Text Tool Infobar Controls

- Font
  - Font Size
    - Aspect Ratio
    - Bold
    - Italic
    - Left Justification
    - Center Justification
    - Right Justification
    - Full Justification
    - Superscript and Subscript
  - Line Spacing and Tracking
  - Baseline Shift and Kerning

Text Tool Operations

- Creating new text
- Editing text
- Selecting text
- Applying attributes to text
- Fitting text to a curve
- Creating column text
- Typing international characters
- Changing text font
- Changing the size of text
- Changing the aspect ratio of text
- Making text bold
- Making text italic
- Justifying text
- Making text superscript and subscript
- Changing the tracking of text
- Changing the spacing between lines of text
- Changing the baseline shift of text
- Kerning text
- List of Text Tool key shortcuts

Web Link

Movies

The Basics

With Xara Webster you create your documents using a set of tools. Each tool has a specific purpose so its easy to move between them. When you select a tool, the Infobar (a special control bar) changes to provide a set of options specific to the tool. This means your screen is never obscured by controls and options you do not need.

The Main Areas of Xara Webster

- Bitmaps Overview
- Colors Overview
- Fills Overview
- Galleries Overview
- Lines and Shapes Overview
- Pop-up Menus Overview
- QuickShapes Overview
- Transparency Overview

Objects

These are the types of object supported by Xara Webster :

- Lines and shapes
- QuickShapes
- Text
- Group

Handles

Xara Webster uses handles to manipulate (rotate, change shape, etc) objects. There are several different types of handles :

- Selection handles
- Edit handles
- Fill handles
- Transparency handles

The Tools

Tools are the main method of drawing objects and editing your documents. When you choose a tool, it customizes the Infobar (see the Infobar Overview) to show information and controls relevant to that tool. For example, when you choose the Text Tool, the Infobar only shows text controls. The currently chosen tool defines which actions can be performed on the document. Click one of these buttons to choose a tool :

- Selector Tool
- Shape Editor Tool
- Rectangle Tool
- Ellipse Tool
- QuickShape Tool
- Fill Tool
- Transparency Tool
- Text Tool
- Push Tool
- Zoom Tool

To remove a Tool button from the Toolbar, ALT-drag it and drop it away from the control bars. If you like you can copy or move Tool buttons to other control bars. See Moving and copying buttons and Removing and restoring buttons.

Timing redraw

Web Link

Timing Redraw

Tip of the Day (Help Menu)

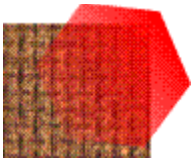
Choosing Tip of the Day from the Help menu opens the Tip of the Day dialog box containing a tip on how to use Xara Webster.

Tell Me More
Clicking this button will take you from the Tip of the Day dialog box to a page in the Xara Webster help which will explain the tip in more detail.

Next Tip
Clicking this button takes you to another tip.

{button ,KL(`tip of the day',0,`____No_Topics_Found',`')} Related Topics

Transparency Overview



You can make any object transparent (including text and bitmaps) using the wide variety of transparency options available. You can use graduated transparency where the transparency changes across the object from one level of transparency to another. Remember that drawings containing any transparent objects take a little longer to display on screen.

You can use any of the following transparency shapes (click for more details) :

- Flat Transparency
- Linear Transparency
- Circular Transparency
- Elliptical Transparency
- Fractal Cloud Transparency
- Bitmap Transparency

For details on how to use transparency, see the following pages :

- Applying transparency
- Changing transparency

Web Link

Using transparency

Movies

{button ,KL(`transparency',0,`____No_Topics_Found',`')} Related Topics

Transparency Tool - Bitmap and Fractal Cloud Transparency Resolution Field

This field is displayed on the Transparency Tool Infobar when the selection contains only bitmap/fractal cloud transparencies and no transparency handles are selected.

Altering the value in the field changes the resolution of the bitmap/fractal cloud fills in the selection by changing their size.

{button ,KL(`tools,transparency tool',0,`____No_Topics_Found',`')} Related Topics

Transparency Tool - Tiling Field

This field appears on the Transparency Tool Infobar when the selection contains only bitmap, fractal cloud, three color or four color transparencies. With it you can change the tiling of the transparency.

{button ,KL(`tools,transparency tool;tiling',0,`____No_Topics_Found',`')} Related Topics

Transparency Tool - Fractal Cloud Transparency Grain Slider

This field only appears on the Transparency Tool Infobar when the selection contains only fractal cloud transparencies and no transparency handles are selected.

Moving the slider changes the grain of the fractal cloud fill(s). A low value gives a smooth, cloud-like pattern, a higher value gives a sharper, more 'grainy' texture.

{button ,KL(`tools,transparency tool',0,`____No_Topics_Found',`')} Related Topics

Transparency Tool - Transparency Shape Field

Transparency Shape field is always present on the Transparency Tool Infobar. It sets the transparency shape of the currently selected objects. For more details, see Changing transparency shape.

The options available are :

- No Transparency
- Linear Transparency
- Circular Transparency
- Elliptical Transparency
- Bitmap Transparency
- Fractal Cloud Transparency

{button ,KL(`tools,transparency tool',0,`____No_Topics_Found',`')} Related Topics

Transparency Tool - Transparency Level Slider

These controls are only displayed on the Transparency Tool Infobar for some types of transparency.

{button ,KL(`tools,transparency tool',0,`____No_Topics_Found',`')} Related Topics

Transparency Tool - Transparency Type Field

This field is always present on the Transparency Tool Infobar.

This field sets the transparency type of the transparency (if any) of the selection.
The options available are :

- Mix
- Stained Glass
- Bleach

{button ,KL(`tools,transparency tool',0,`____No_Topics_Found',`')} Related Topics

Transparency Tool F6

With the Transparency Tool you can give objects levels of transparency using a wide variety of transparency types and shapes. It works in a similar way to the Fill Tool. For more information about transparency, see the Transparency Overview.

Transparency Tool Infobar Controls
Note that the Infobar shows only those controls relevant to the current Transparency Shape.

Transparency Shape
Bitmap and Fractal Transparency Resolution
Fractal Transparency Grain
Transparency Level
Transparency Tiling
Transparency Type

Transparency Tool Operations

Applying transparency
Changing transparency
Removing transparency
Using transparent lines

Note
Using transparent objects in drawings will result in slower redraw and areas containing transparent objects will be exported as bitmaps in EPS.

Web Link

Using transparency
Movies

Turning Tip of the Day on and off

When you start Xara Webster the Tip of the Day dialog box appears showing a tip on how to use the program. If you do not want to see Tip of the Day every time you start Xara Webster, you can turn it off.

To turn Tip of the Day off

When the Tip of the Day dialog box appears, deselect the "Show tips on startup" option.

To turn Tip of the Day on

1. From the Help menu, choose Tip of the Day.
2. Select the "Show tips on startup" option.

Typing international characters

Web Link

Typing International Characters

{button ,KL(`tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Typing text onto a curve

You can create a text object by typing directly onto a line or shape. This is a useful alternative to typing in the text and then fitting it on the line.

To type text onto a curve

1. Select a line or shape.
2. Choose the Text Tool.
3. Click on the line or shape. CTRL-click to start the text at the beginning of the line.
4. Type the text. When the text cursor reaches the end of the line, it will wrap onto a new line underneath. If you are typing the text onto a shape, it will wrap around the line again.

When you click, two handles will appear on the line or shape that show the width of the text. The text will wrap within this width, just like column text.

Tips

Text will always follow the direction in which the curve was drawn. You can use the flip buttons in the Selector Tool to flip the line as necessary. See Flipping objects.

To type text onto a curve as with previous version of Xara Webster where the text does not wrap, but continues off the end of the line, SHIFT-click on the line. Using this method will insert a kern character at the beginning of the line.

Note that text around a curve can be edited and selected as normal. The text cursor follows the path of the curve.

{button ,KL(`text objects,fitted to curves;tools,text tool',0,`____No_Topics_Found',`')} Related Topics

Undo and Redo (Edit Menu) CTRL+Z and CTRL+Y

Undo
Any changes you make to a document can be undone. The recorded undo information is not saved with the document and so, if you save a document and later reload it you will no longer be able to undo changes you made before the Save.

Redo
At any time when you have Undone some changes you can choose to redo them again. This is very useful because it gives you the ability to change your mind about an edit as many times as you like.

Undo and Redo always show a brief description of what will be undone or redone. For example "Undo Delete".

Tip
If you are not using the Text Tool, you can also use the < and > keys to Undo and Redo.

{button ,KL(`undo',0,`____No_Topics_Found',`')} Related Topics

Undoing and redoing operations

As you make changes to your drawing you can undo them to return to an earlier stage. You can also redo changes which you have undone.

To undo and redo operations

1. Select the document where you want to undo or redo operations.
2. From the Edit menu, choose Undo or Redo.

Tip

However far you go back through undo steps, as soon as you edit the document yourself you will no longer be able to redo any of those steps.

Ungroup (Arrange Menu) CTRL+U

Ungroup separates all selected groups into their constituent objects. For more details, see Ungrouping objects or Grouping objects.

Ungrouping objects

This separates objects currently joined as a group.

To ungroup objects

1. Select the group.
2. From the Arrange menu, choose Ungroup.

Tips

If you want to change an object inside a group, you do not need to ungroup it. See Selecting objects in objects.

Web Link

Movie

{button ,KL(`groups',0,`____No_Topics_Found',`')} Related Topics

Unlocking Webster

Purchasing over the Web uses two keys:

- a nine letter **Key code**
- a seven letter **Unlock code**

The Key code changes if you change or reformat your hard drive or change to a new computer. You will need a new Unlock code.
If you have already purchased Webster, you will not be charged for getting a new Unlock code. However, you will need your XaraClub user name and password. Forgotten your password? The XaraClub FAQ pages (http://www.club.xara.com/clubxarafaq.asp) tells you how to get the password hint you typed in when you joined XaraClub.

To unlock Webster:

1. If necessary, reinstall Webster.
2. Run Webster and click Purchase.
3. The Title Bar of the dialog box shows you the nine letter **Key code**. Make a note of this code.
4. Click Purchase Online or type in the URL https://secure.commerce.xara.com/webster/unlockmain.asp
5. Follow the instructions for generating a new Unlock code.
6. Type that seven letter **Unlock code** into the Purchase dialog box in Webster. Note: use upper case letters - type 'ABCDEFG' not 'abcdefg'.

Remember: this Unlock code applies only to your current set-up. Changing the hard disc or computer means you need a new Unlock code.

Related Topic
Purchasing Webster

Updating a disc-based gallery

You can add folders of extra items to the Clipart and Fill Galleries (see Adding clipart to the clipart gallery or Adding fills to the fill gallery). If you later change the contents of these folders (e.g. by editing them or replacing a CD), you need to update the gallery so any new files are shown and the thumbnail images updated to show your changes.

To update a disc based gallery

1. From the Utilities menu, choose Clipart Gallery or Fill Gallery.
2. Click on the heading of the section you want to update. You can CTRL-click on additional sections.
3. Click the Disc button.
4. Click the Update button.

Updating a folder will usually involve updating the index and creating new thumbnail images.

{button ,KL(`fill gallery, overview;clipart,clipart gallery overview',0,`____No_Topics_Found',`')} Related Topics

Use Hints, Tips and Movies from CD (Help Menu)

Throughout the help are Web Links which you can click to open hints and tips pages on the Internet. If you have installed Xara Webster from a CD, you can select this option so Xara Webster does not connect to the Internet, but takes the hints and tips pages and movies from the Xara Webster CD. Remember to put the Xara Webster CD in your CD drive before you click any Web Links.

If you select this option, both the Movies and Hints and Tips Pages items on the Xara On the Web submenu (on the Help menu) will work without connecting to the Internet.

As this option takes the hints, tips and movies from the CD, you won't see any updates we make to the pages on the web unless you turn this option off.

Note

This option is not present unless you have installed Xara Webster from a CD.

Using scrollbars

Scrollbars allow you to move the page around in the Xara Webster document window. The Scrollbars in Xara Webster are proportional. For example if the current zoom on your document means you are looking at half the workspace, the scroll bar will take up half of the bar. This makes it easier to see, at a glance, at what scale the document is being viewed. The scrollbars are also interactive meaning that the page scrolls as you move them, rather than waiting until you release the mouse button.

Tips

- Clicking the right mouse button on scrollbars moves in the opposite direction from normal. For example, right-clicking above the scroll box scrolls down. This makes it simple to move backwards and forwards using the scrollbars without having to move the mouse.
- You can change the size of the scrollbars. See Customizing the appearance of the program.

{button ,KL(`page,moving;scrollbars',0,`____No_Topics_Found',`')} Related Topics

Using the Push Tool temporarily

The Push Tool can be used temporarily - alleviating the need to manually choose the previous tool afterwards.

To use the Push Tool temporarily

1. Press and hold down ALT+X to swap to the Push Tool.
2. Use the Push Tool as required. See Moving the page.
3. Release ALT+X to return to the previous tool.

or

1. Press and release ALT+X to swap to the Push Tool.
2. Use the Push Tool as required.
3. Press and release ALT+X again to return to the previous tool.

{button ,KL(`tools,push tool',0,`____No_Topics_Found',`')} Related Topics

Using the Selector Tool temporarily

The Selector Tool can be used temporarily - alleviating the need to manually choose the previous tool afterwards.

To use the Selector Tool temporarily

1. Press and hold down ALT+S to swap to the Selector Tool.
2. Use the Selector Tool as required.
3. Release ALT+S to return to the previous tool.

or

1. Press and release ALT+S to swap to the Selector Tool.
2. Use the Selector Tool as required.
3. Press and release ALT+S again to return to the previous tool.

or (except from the Text Tool)

1. Press and hold down the Space Bar to swap to the Selector Tool.
2. Use the Selector Tool as required.
3. Release the Space Bar to return to the previous tool.

or (except from the Text Tool)

1. Press and release the Space Bar to swap to the Selector Tool.
2. Use the Selector Tool as required.
3. Press and release the Space Bar again to return to the previous tool.

{button ,KL(`tools,selector tool',0,`____No_Topics_Found',`')} Related Topics

Using the Zoom Tool temporarily

The Zoom Tool can be used temporarily - alleviating the need to manually choose the previous tool afterwards.

To use the Zoom Tool temporarily

1. Press and hold down ALT+Z to swap to the Zoom Tool.
2. Use the Zoom Tool as required.
3. Release ALT+Z to return to the previous tool.

or

1. Press and release ALT+Z to swap to the Zoom Tool.
2. Use the Zoom Tool as required.
3. Press and release ALT+Z again to return to the previous tool.

{button ,KL(`tools,zoom tool',0,`____No_Topics_Found',`')} Related Topics

Using the keyboard

Both the Xara Webster manual and the On-line documentation follow conventions for showing keyboard Shortcuts. Keys are shown in upper case. For example CTRL is the Control key.

Combinations of keys are shown like this: CTRL+A. This means :

1. Press and hold down the CTRL (Control) key.
2. Press and release the A key.
3. Release the CTRL key.

The Constrain Key

The CTRL (Control) key has a special function in Xara Webster. It constrains the action of the current operation in some way. For example, normally you can rotate an object through any angle. Hold down CTRL and the rotation is constrained to preset angles (defined in General Options). Similarly constraining the creation of an ellipse creates a circle.

The ALT keys

Most keyboards have two ALT keys. The right-hand ALT key is interpreted by Windows as CTRL+ALT. Xara Webster cannot alter this behavior. As a result Xara Webster operations involving the ALT key only function using the left-hand ALT key.

Related Topics

Using the mouse

Keyboard shortcuts

Using the mouse

Click
Press and release the mouse button.

Double Click
Click twice in quick succession.

Drag
Hold down the mouse button whilst moving the mouse.

Drag-and-drop
Move the mouse over an item, drag the item to the required position and release the mouse button to drop it. Xara Webster uses drag-and-drop extensively. You can drag colors from the Color Line and drag any item from a gallery onto your document.

CTRL-Click
Hold down the CTRL key during the click.

SHIFT-Click
Hold down the SHIFT key during the click.

ALT-Click
Hold down the ALT key during the click.

Note
CTRL, SHIFT and ALT can be held down in any combination during an operation.

{button ,KL(`keyboard,using the keyboard',0,`____No_Topics_Found',`')} Related Topics

Using transparent lines

If you apply flat transparency to an object with an outline (or simply a line) the transparency will also affect the outline, but if you remove the transparency from the object, the outline will also lose its transparency. If you need to achieve the effect of a shape with a solid fill, but a semi-transparent outline, you can do it like this.

1. Select the object.
2. Choose the Transparency Tool.
3. Set the required transparency level for the line.
4. Remove the fill from the object by clicking on the No Color button on the Color Line.
5. Clone the object. See Copying objects.
6. Reapply the original fill to the cloned object.
7. Remove the outline from the cloned object by right-clicking on the No Color button on the Color Line.
8. Choose No Transparency from the Transparency Tool Infobar to remove the transparency from the cloned object.

Note

Lines and outlines are only transparency when flat transparency has been applied to the object. The other transparency types (linear, conical etc) do not affect lines or outlines of objects.

Utilities Menu

- Color Gallery
- Frame Gallery
- Bitmap Gallery
- Font Gallery
- Clipart Gallery
- Fill Gallery

- Color Editor

- Web Address

- Wizard Properties

- Animation Properties
- Preview All Frames
- Preview Animation in Browser

- Options

View Pop-up Menu

If the pop-up menu is opened with the mouse pointer over a blank area of the document or an unselected handle, it contains the following :

New View
- - - - - - - - - -
Quality
Show Grid
- - - - - - - - - -
Snap to Grid
- - - - - - - - - -
Page Options
Default Page Background

{button ,KL(`pop-up menus',0,`____No_Topics_Found',`')} Related Topics

Viewing document information

You can view a dialog box that gives you a variety of information about the current document.

To view the document information

1. Ensure the document is the current document. If it is not, click on it.

2. From the File menu, choose Document Info.

Tips

This dialog box lists all the fonts used in the document. An * by the name of a font means it is not installed on your computer.

You can type into the Comments field. Comments are saved with the document and are an easy way of including notes with a document

---

{button ,KL(`fonts,installing',0,`____No_Topics_Found',`')} Related Topics

Viewing several documents at once

Do one of the following :

- From the Window menu, choose Arrange Views. This will place all the document views so you can see them all at once.
- From the Window menu, choose Cascade. This will place all the document views in a diagonal line so you can see all their title bars.
- Drag the title bars of the document views and resize them so you can see the ares you need to.

Tip

- If you have a document open, but don't need to see it, minimize it to an icon. If you use Arrange Views now, the minimized document will stay at the bottom of the screen.

Warping the edges of polygons

You can curve the sides of polygons created using the QuickShape Tool.

To warp the edges of a polygon

1. Select the polygon (see Selecting objects).
2. Choose the QuickShape Tool
3. Move the mouse pointer over a side of the QuickShape. (The pointer changes to an arrow.)
4. Drag to reform the sides of the polygon.

Tips

- The sides of a QuickShape can be made straight again using the Restore Edges Button on the QuickShape Tool Infobar.
- If you hold down CTRL as you drag the edges of a starred polygon, both sides of each star point will move in parallel.
- If you hold down CTRL+SHIFT as you drag the edges of a starred polygon, both sides of each star point will move symmetrically.

{button ,KL(`tools,quickshape tool;quickshapes,overview;quickshapes',0,`____No_Topics_Found',`')} Related Topics

Warping the edges of rectangles

You can curve the sides of rectangles created using the QuickShape or Rectangle Tool.

To warp the edges of a rectangle

1. Select the rectangle (see Selecting objects).
2. Choose the QuickShape Tool
3. Move the mouse pointer over a side of the rectangle, the pointer changes to an arrow.
4. Drag to reform the sides of the rectangle.

Tip

The sides of a QuickShape can be made straight again using the Restore Edges Button on the QuickShape Tool Infobar.

{button ,KL(`tools,quickshape tool;quickshapes,overview;rectangles',0,`____No_Topics_Found',`')} Related Topics

Web Address (Utilities Menu) CTRL+SHIFT+W

With this dialog box you can add web addresses to objects in documents so when the document is displayed on a web page, clicking on objects takes you to other pages. For more information, see Adding web addresses to objects. For details on what you can type into this dialog box, see the Web Address Overview.

- URL
- Correct URL automatically
- Target frame for URL
- Clickable area
- Add / Change
- Remove

Note

- You can also open the Web Address dialog box by right-clicking on an object to open the pop-up menu and choosing Web Address.

{button ,KL(`web files',0,`____No_Topics_Found',`')} Related Topics

Web Address Dialog Box - Add/Change Button

Clicking the Add button sets the web address of the selected objects to the address shown in the dialog box. If the object already has a web address assigned to it, this button is labeled Change.

Web Address Dialog Box - Clickable area

These radio buttons let you specify what area of the object must be clicked on to fetch the URL. There are two choices:

Object shape	The user must click on the exact shape of the object to fetch the URL
Rectangle surrounding object	The user can click anywhere in the rectangle surrounding the object (the bounding box) to fetch the URL.

The 'default clickable area' is the value that is shown in the Web Address dialog when there is no Web Address attribute on the selection. If the selection consists only of text, the default clickable area is 'Rectangle surrounding object'. Otherwise, the default clickable area is 'Object shape'. The 'Object shape' option is fairly straightforward (only clicking on the exact object shape will fetch the URL).

Web Address Dialog Box - Correct URL automatically

URL's / web address need to be in the right format. Because there are so many ways of typing URL's, this option ensures your URL is correct. When it is enabled it looks at what you have entered (when you close the dialog box or apply your changes) and corrects the URL. For example, if you enter "www.xara.com" it will correct it to "http://www.xara.com/". The URL is corrected when you click Add or Change.

Web Address Dialog Box - Remove Button

Clicking the Remove button removes the web address from all the selected objects.

Web Address Dialog Box - Target frame for URL

If you want the URL in the URL field to be fetched into a specific frame in the browser, type the name of the frame in this field.

For example, if you type 'http://www.xara.com' into the URL field and 'RIGHT' into the Frame field, then this tells the browser to fetch the URL 'http://www.xara.com' into the frame called 'RIGHT'. By default, the value in this field will be '_self'. This means that the URL in the URL field is fetched into the same frame as the current document.

The drop-down list of this combo box contains four frame names that cause the browser to do special things:

_self Fetch the specified URL into this frame. (The frame that contains this object.) This is the best option to use if you are not sure which to use.
_parent Fetch the specified URL into the parent window or frameset that contains this frame.
_top Fetch the URL into the main browser window, replacing any existing frames.
_blank Fetch the URL into a new window.
default Do not include a TARGET attribute in the image map entry for this object. This has the same effect as _self unless you have used a BASE TARGET= tag in the document.

You can either select one of these, or type in the name of another frame.

Web Address Dialog Box - URL

In this field, type the URL you want to be associated with the selection. This URL can be a relative URL (e.g. '../file.htm') or an absolute URL (e.g. 'http://www.xara.com'). The URL can refer to any sort of file (e.g. 'file.gif', 'file.htm' or 'file.web'). For more details, see the Web Address Overview.

Web Address Overview

You can add web addresses to objects so when the file is displayed on a World Wide Web page, you can click on the objects to take you to other locations. You can also add a web address that opens an email form when it is clicked on or one that opens a newsgroup. For more details on how to add a web address to an object, see Adding web addresses to objects.

Types of Web Address

Absolute web addresses consist of the full address for a location. They usually start with the type of location followed by a colon (e.g. 'http:'). Examples are:

- "www.xara.com" - the Xara Ltd web site. "http://" is automatically inserted in front of "www.xara.com".
- "file:///c|/picture.xar" - picture.xar on the C drive.
- "D:\pictureWEB" - pictureWEB on the D drive. This is an alternative format using a '\'.

Relative web addresses are shortened web addresses which specify locations relative to current location. This means you can specify files that are in the same directory or in subdirectories easily. Examples are :

- "pictureWEB" - the pictureWEB file.
- "pictures/pictureWEB" - the pictureWEB file in the pictures subdirectory.
- "../page.html" - the page.html file in the directory above.
- "/picture.xar" - picture.xar in the root directory of the web site.

There are also some other types of web address used for special purposes. Examples are :

- "ftp://ftp.abc.xyz/pub/file.txt" - open file.txt in the pub directory on the ftp.abc.xyz ftp server.
- "news:uk.music.rave" - open the uk.music.rave newsgroup.
- "mailto:info@xara.com" - send email to info@xara.com.

For example, if you want to add a web address to an object in a WEB file that links to a file in the directory above the WEB file, just insert " ../filename.htm". You do not need to enter the full web address for the file.

How Web Addresses Are Treated

- If a web address consists of three groups of letters separated by dots, e.g. "www.xara.com", Xara Webster treats it as "http://www.xara.com".
- If a web address starts with a '/' it is assumed to be an absolute web address starting from the root of the drive containing the HTML, WEB or XAR file.
- If a web address starts with some letters followed by a colon, Xara Webster will assume it is an absolute web address. If it does not, Xara Webster will assume it is a relative web address.

Tips

- Wherever possible, use relative addresses to link between files. This means the files can be moved without breaking links.
- If you have an address like "abc.com" rather than "www.abc.com" you should enter "http://abc.com" as the "http://" will not be added automatically.

Web Link

Web addresses

Movie

Related Topics

Web addresses

Internet

Welcome to Xara Webster

Xara Webster is a graphics tool for Windows 95 and Windows NT 4 designed to help you create high quality Internet graphics. Typically you'll do this by taking clipart that we provide in the Clipart Gallery, dragging it onto the page, then manipulating it in whatever way you want (such as changing its color, size, adding your own text, etc.), and finally outputting the image as an anti-aliased GIF or JPEG bitmap.

Of course Webster can do much more than that. You can create animated GIFs by creating a series of animation frames in the Frame Gallery and then outputting the whole sequence as an animated GIF. You can change the order of individual frames in the animation, copy or delete frames and even preview the animation before saving it - everything you need to make animated GIF creation simple.

Xara Webster includes an advanced color reduction system. Judging by the number of poor quality images on the Web, this area, like anti-aliasing, is one of the least understood areas of Web graphics. To this end you can use Xara Webster to create GIF images (from any source - a loaded bitmap, or a Webster clipart item) that are color reduced, but palette optimized, anti-aliased and dithered, so you have full control over that delicate balance of quality versus size.

Finally Xara Webster supports the new open .web compact vector format for Web graphics. It can read and write .web files, and includes a web browser plug-in for enabling these files to be viewed in any web browser. For more details, see the Xara Web Files Overview.

If you ever need any help using Xara Webster, try the Getting Help page.

Web Links

Xara Webster Movies
Xara Webster Home Page
Webster Hints and Tips Pages
Xara Home Page

Program designed and developed by Xara Ltd.

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What's New in This Version?

For full details of all the new features, click the web link, but if you just want a brief list, look below.

Web Link

- **New Features in Version 2.0**

New & Enhanced Tools

- Text Tool - now includes tracking, kerning, column text and text along an arbitrary curve. The new Font Gallery makes installing and deinstalling fonts simple.
- Shape Editor Tool - lets you create and edit lines and shapes.
- QuickShape Tool - makes creating regular polygons and stars a quick and simple process.
- Rectangle Tool - simplified version of the QuickShape Tool for creating rectangles and squares.
- Ellipse Tool - simplified version of the QuickShape Tool for creating ellipses and circles.
- Fill Tool - lets you select from six basic fill types which you can apply in several different ways.
- Transparency Tool - extra transparency types and new Fade/Stained Glass/Bleach options.

Web Graphics Creation

- Image map creation - image maps let you create clickable areas on web page graphics. Webster 2 has improvements when setting-up these clickable areas and also when creating Image maps. See Exporting image maps.
- Bitmap export/creation preview - you can now preview bitmaps before you create or export them. This is particularly useful when color reducing bitmaps. See Previewing bitmaps.
- Page background color and texture - setting an appropriate page background helps you to produce the highest quality web graphics. See Changing the background.

Color Handling

- Improved and expanded Color Editor.
- A Color Line at the bottom of the screen including all 216 colors in the browser palette. The default color line also contains a basic selection of useful colors.

Animated GIF Creation

- A totally new method of creating and previewing animated GIFs. Webster always could produce top quality animations; now the production process is even easier. The old method of creation is still available for Webster 1 users who don't want to change. See Creating animated GIF files and the Frame Gallery Overview.

Other Features

- Import images from HTML pages - now you can download all the graphics on an HTML page, anywhere on the Internet. See Importing images from the Web.
- Zero width lines - now you can select zero width lines from the line width drop-down menu, a feature many users asked for. See Changing line thicknesses.
- Combine Shapes - lets you create new shapes from several existing objects and also slice shapes. See Slicing shapes, Subtracting shapes, Adding shapes and Intersecting shapes.
- Fill Gallery - makes it easier to fill shapes with textures.
- Font Gallery - the easy way to install and deinstall fonts.
- Clipart Gallery cache - stores the most recently used items of clipart which means that they are immediately available for use. Avoids the delays of Internet download when reusing clipart.
- Improved Internet connection of the Galleries.
- Improved thumbnail creation for the Galleries.
- Internet tune-up options.
- Improved installation from the Internet.

Window Control Bar

Zoom To Page
Zoom To Selection
Previous Zoom
Zoom To Drawing

New View

Show Grid
Snap to Grid

Anti-aliased Quality
Normal Quality
Simple Quality
Outline Quality

{button ,KL(`control bars',0,`____No_Topics_Found',`')} Related Topics

Window Menu

- New View
- Arrange Views
- Cascade
- Arrange Icons

- Control Bars

- Quality

- Show Grid
- Snap to Grid

Wizard Properties (Utilities Menu)

For more information on using Wizard Properties, click the web link below to go to the Webster Wizard page on the Xara web site.

Web Link

Webster Wizards Home Page

Xara Fonts Collection

Xara Webster includes a selection of fonts from the Xara Fonts collection. There's several hundred fonts in the collection, all at a budget price. And as you purchase only the fonts you actually need, Xara Fonts is a very economical way of increasing your font collection. For more information click the link below:

Web Link

Xara Fonts pages

Xara On The Web

The items on this submenu take you to pages on the Xara Ltd. web site.

The **Movies** and **Hints and Tips** items will work from the Xara Webster CD if you select the "Use Hints, Tips and Movies from CD" option on the Help menu.

Web Link

Xara Home Page

Xara WEB Files Overview

You can use the Xara plug-in for Netscape Navigator and Internet Explorer to display WEB vector files (and CorelXARA XAR files) on the World Wide Web. With Xara WEB Format (WEB) files you can make the files smaller by optionally excluding invisible information. This can lead to a significant saving in file size. You can download the plug-in from http://www.xara.com/plug in/.

These two formats have several advantages for both web designers and web readers. The biggest advantage for web designers is that you can always reload the file and make edits to it. You don't need to maintain a source file and a separate GIF or JPEG bitmap. You can reload the file and move things around, scale and rotate parts, change the text etc. Secondly, being high-resolution object based, you can zoom in and out on the image without losing detail. Indeed you can zoom into any region by up to 25,000% to examine the most minute details in illustrations. A good example of where this is useful is a map. The reader can zoom in from viewing the entire country to view a city and then to view individual districts - all on the same map.

A vector format also means that, for example, company logos can be accurately represented, rather than just being a low-resolution approximation.

Another major point about WEB files is that many typical Internet style graphics can be far smaller than either GIF files or JPEG files. As the biggest problem with the Internet is lack of speed, which is almost entirely due to the number and size of JPEG and GIF files, this is a very significant point.

Image Quality
Because of Xara's anti-aliased rendering, graduated transparency, fractal textures etc., WEB files are the only vector formats that can accurately simulate the best quality obtainable from GIF and JPEG images - and often better.

Web Link

WEB files
WEB files and HTML
Configuring a server

Related Topics
Web files
Web addresses

Xara Webster Help (Help Menu) F1

Choose Xara Webster Help from the Help Menu or press F1 to open Xara Webster Help.

Zoom Magnification

This drop-down list allows you to choose a a pre-defined zoom, or type in a user defined zoom value. It also contains options for zooming to the page, drawing and selection and returning to the previous zoom. It is available on the control bars and the Zoom Tool Infobar and Push Tool Infobar.

The top part of the list shows different percentage magnification (100% is full size)

- Page
- Drawing
- Selected
- Previous

Related Topics

Zoom Tool
Push Tool

Zoom To Drawing

Zoom To Drawing changes the zoom magnification so your drawing fills the window. See Zooming to the whole drawing for more details.

Zoom To Page CTRL+SHIFT+P

Zoom To Page changes the zoom magnification so the entire page area is visible in the window. For more information, see Zooming to the whole page.

Zoom To Selection

CTRL+SHIFT+Z

Zoom To Selection changes the zoom magnification so the selected objects fill the window. See Zooming to the selection for more details.

Zoom Tool ALT+Z or SHIFT+F7

The Zoom Tool allows you to alter the magnification of the current document view. It only affects the view on screen - the document itself does not change.

Zoom Tool Infobar Controls

- Zoom Magnification
- Previous Zoom
- Zoom To Drawing
- Zoom To Page
- Zoom To Selection

Zoom Tool Operations

- Returning to the previous zoom
- Zooming in and out
- Zooming to the selection
- Zooming to the whole drawing
- Zooming to the whole page
- Using the Zoom Tool temporarily

Web Link

Movies

Zooming in and out

You often want to view part of a document in greater detail or view the entire document to see how the complete drawing looks. To achieve this, you can zoom in and out of the document. If you want to zoom in on your whole drawing, see Zooming to the whole drawing. If you want to zoom in on the selected objects, see Zooming to the selection.

To zoom in or out

1. Choose the Zoom Tool.

2. Do one of the following :

- To zoom in, click on the document (see less of the document but in greater detail).
- To zoom out, SHIFT-click on the document (see more of the document in less detail).
- To view a specific area, drag across the area.

Tips

- Zooming just changes your view onto the document. It does not change the actual size of objects in the document.
- The text on the Status Line shows the zoom in and out values. This tells you the effect of a click or SHIFT-click.
- You can also choose a zoom value from the Zoom drop-down list on the control bars. (See Zoom Magnification.)
- You can easily go back to the last zoom magnification by using Previous Zoom. See Returning to the previous zoom.
- If you press ALT+Z to select the Zoom Tool, you can press ALT+Z again to return to the previous tool. See Using the Zoom Tool temporarily.

Related Topics

Zooming

Zoom Tool

Zooming to the selection

It is often useful to zoom in on your document so the selected objects fill the document view.

To zoom to the selection

1. Choose the Zoom Tool.
2. Click the Zoom to Selection button on the Zoom Tool Infobar.

Tips

- To quickly zoom to the selection, press CTRL+SHIFT+Z
- You can also choose Selected from the Zoom drop-down menu on the control bars. (See Zoom Magnification)
- The Zoom to Selection button is also on the Push Tool Infobar.
- You can return to the previous zoom value by clicking the Previous zoom button on the control bars. See Returning to the previous zoom.
- If you press ALT+Z to select the Zoom Tool, you can press ALT+Z again to return to the previous tool. See Using the Zoom Tool temporarily.

{button ,KL(`tools,zoom tool;zooming',0,`____No_Topics_Found',`')} Related Topics

Zooming to the whole drawing

It is often useful to scale your view (zoom) so the complete drawing fills the document view.

To zoom to the drawing

Click the Zoom to Drawing button on the control bars.

Tips

- This button is also on the Push Tool Infobar and Zoom Tool Infobar.
- You can also choose Selected from the Zoom drop-down menu on the control bars. (See Zoom Magnification)
- You can return to the previous zoom value by clicking the Previous zoom button on the control bars. See Returning to the previous zoom.
- If you press ALT+Z to select the Zoom Tool, you can press ALT+Z again to return to the previous tool. See Using the Zoom Tool temporarily.

{button ,KL(`tools,zoom tool;zooming',0,`____No_Topics_Found',`')} Related Topics

Zooming to the whole page

It is sometimes useful to change the zoom magnification so you can see the entire page in the document view.

To zoom to the page

1. Choose the Zoom Tool.
2. Click the Zoom to Page button on the Zoom Tool Infobar.

Tips

- The Zoom to Page button is also on the Push Tool Infobar.
- You can also choose Page from the Zoom drop-down list on the control bars. (See Zoom Magnification)
- To quickly zoom to the page, press CTRL+SHIFT+P.
- You can return to the previous zoom value by clicking the Previous zoom button on the control bars. See Returning to the previous zoom.
- If you press ALT+Z to select the Zoom Tool, you can press ALT+Z again to return to the previous tool. See Using the Zoom Tool temporarily.

{button ,KL(`tools,zoom tool;zooming',0,`____No_Topics_Found',`')} Related Topics