

SmartDraw™ **Flyers PLUS!**

User's Guide

May 1995.

DSR Software, Inc.

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Getting Started

Welcome to SmartDraw Flyers PLUS!

Flyers PLUS! is part of the SmartDraw™ family of programs that make it easy for anyone draw great looking Flyers, diagrams and other business graphics.

User's of Flyers PLUS! can upgrade to the complete **Publisher's Edition of SmartDraw Pro™** for only \$49.

Flyers PLUS! comes with libraries of great-looking templates. All you have to do is fill-in the blanks with your own text. Libraries of **SmartDrawings™** provide a wide selection of clip-art, that you can use to enhance your designs even further.

Upgrading to SmartDraw Pro.

If you enjoy using Flyers PLUS!, take advantage of this special offer to upgrade to **the Publisher's Edition of SmartDraw Pro**. **SmartDraw Pro** is designed for general business graphics as well as for producing simple flyers and brochures. It is terrific for drawing flowcharts and other diagrams. **SmartDraw Pro** will read all of your existing Flyers PLUS! drawings, has all the features of Flyers PLUS!, and much more. These include:

Many more SmartDrawing Libraries and Templates

The **Publisher's Edition of SmartDraw Pro** ships with many more SmartDrawing Libraries and template files. These include 160+ templates for producing simple flyers and other publishing tasks, and hundreds more SmartDrawing symbols and clip-art images.

Many more features.

Create your own SmartDrawings, change existing ones, open more than one SmartDrawing library at the same time, adjust the outlines of shapes, fill shapes with hatched patterns, create more line styles, and much more. Choose the "Upgrade to SmartDraw Pro" command under the File menu for a complete list of additional features.

More capacity

Make larger drawings (50 x 50 inches), with many more shapes and lines. Link charts to each other.

Closer integration with other programs

SmartDraw Pro works closely with programs included in the Microsoft Office, WordPerfect Office, Lotus SmartSuite and other programs that support Object Linking and Embedded (OLE). You can create a SmartDraw Pro drawing while using Microsoft Word for Windows, WordPerfect, and many other programs without having to leave the program.

As a user of Flyers PLUS! you can upgrade to **the Publisher's Edition of SmartDraw Pro** for just \$49. *[Pricing valid until December 31, 1996].*

Just call **1-800 501 0314** [(619) 549 0314 outside the US] and ask for the **Flyers PLUS! Upgrade**, or Choose the **"Upgrade to SmartDraw Pro"** command under the File menu, print out the order form shown, and mail or fax it to address shown.

If you like SmartDraw Flyers PLUS!, you will love SmartDraw Pro. Upgrade today.

Installing Flyers PLUS!

Before you can run Flyers PLUS!, you must first install it by running the **Install Program**, included on your program diskette. Just copying the files from the Flyers PLUS! diskette to your hard disk will not work.

Flyers PLUS! requires a 386 (or better) PC running Microsoft Windows version 3.1 or later.

To install Flyers PLUS!, place your program diskette in the floppy drive and run the Install program. You must run Install using Windows.

The easiest way to do this is to use the **Run** command under the Windows Program Manager's File menu. This presents a dialog that prompts you for the name of the program that you want to run. If you placed the Flyers PLUS! disk in Drive A, just type:

A:\INSTALL

Follow the directions displayed by the Install program.

Running Flyers PLUS!

Once installed, a Flyers PLUS! icon is added to your program manager. To run Flyers PLUS!, double-click on this icon, or run Flyers PLUS! in the same way that you run your other applications.

The first time you run the program you are presented with the Welcome Dialog. This lets you choose how to start your first drawing and shows you useful tips for using Flyers PLUS!.

You can start by creating a new drawing or by opening an existing drawing file. If this is the first time that you have used Flyers PLUS!, then you don't have any existing files yet and so creating a new drawing is the best choice.

You can make one of these choices permanent, and skip showing Welcome Dialog each time you run the program, using the Options Dialog. (See Page 30) As a shortcut to this, you can un-check the **Show Welcome Dialog** checkbox at the bottom, and you will create a new drawing each time you run Flyers PLUS!.

The **Show Hints** checkbox, controls whether or not beginner's hints are shown while you are using the program. These are dialogs that pop-up automatically when you try to use certain features of the program for the first time. They attempt to explain what you are about to do and provide a direct route to more detailed help.

Each hint will only appear once in each Flyers PLUS! session, and can be switched off from any Hint dialog. We recommend that you leave the Hints switched on the first few times that you use the program. Hints can be switched on again using the Options Dialog.

Getting Help

Flyers PLUS! has extensive on-line help. There are several ways into the help system.

Help Menu

The Help menu provides commands that open the help window.

Contents, shows the table of contents. Double-clicking on any of the underlined items, takes you to the screen for that topic.

Search For Help On, presents the index to the help system. If you start to type the name of the subject that you are looking for, the scrolling list of topics will show any that match.

Menus, shows the menu overview. **Using Help** opens the help files for the Windows help application. If this is not installed on your system (by Windows), this command will not work.

Help in Dialogs

All dialogs contain a help button. Pressing this button, or typing the **F1** key, opens the help system showing a screen that describes the dialog controls.

Context Sensitive Help

When you are not showing a dialog, pressing **Shift-F1**, or pressing the help button on the toolbar, puts you in the **help state**. While in this state, selecting any of the menus, or pressing any of the buttons in the toolbar or SmartDrawing

window, opens help with the appropriate screen displayed. The help state is canceled whenever you click or show a help screen.

Tips

Tips are helpful hints that bring some of the richer features of the program to your attention. A new tip is shown each time you see the Welcome Dialog. You can also look at tips at any time using the **Tips** command under the Help menu.

Creating a New Drawing

A new drawing is created whenever you select the **New** command under the File menu, and usually when you first start the program. You can also create a drawing by pressing the **New Drawing** button on the toolbar.

Each drawing has its own scrollable window. Normally drawing windows are opened so that they fill the entire SmartDrawing program window (they are maximized). You may have up to 4 different drawings open at the same time.

Choosing a Template

The first time that you create a new drawing, you are presented with the **Template Dialog**. This allows you to choose the initial design of your new drawing from the selection of templates, that are built-in to Flyers PLUS!

The **Category** control shows the available templates by type. Initially there are three categories: Holidays, Office and Blank Drawing. The first two are represented by DOS sub directories within the program directory. The Blank Drawing category is always present and allows you to create a new empty drawing.

Changing the category changes the list of templates shown in the **Name** list. Clicking on a name shows a thumbnail of the template in the **Preview** window. This makes it easy to browse through the available templates, until you find the one that right for your task. Once you have selected the template that you want, pressing the **Create** button, creates a new drawing that is a copy of the template. Changes made to this copy do not affect the original.

Entering Text into a Template

Unless you have chosen a blank template, when the template appears it shows one or more areas to be used to enter text. These are marked with the phrase "**Click below here and type**". When you click on or below this phrase, you will see the small black squares appear that indicate that a shape is selected. This shape is a template text frame. Once you have clicked on it, to enter your own text just simply begin typing.

You can edit the text in a frame by first clicking on the text tool in the toolbar, and then clicking on the text that you want to change. Double-clicking on the text will also open it for editing.

Template text frames are actually rectangle shapes that have a transparent fill color and no border. You can draw your own versions of these. Once they are filled with text they start to grow down the page. Stop typing before they are full otherwise your text will overlap graphics and may disappear off the end of the page. These details are described in the chapters that follow.

Closing and Saving Drawings

A drawing window is closed using the **Close** command under the File menu, or by double clicking in the top-left corner. Any changes you have made to your drawing **DO NOT** become permanent unless you save them. If you have made changes since you last saved, you are reminded to save your drawing before the window closes.

Drawings are saved to a file on disk using the **Save** or **Save As** commands under the File menu. Pressing the **Save File** button on the toolbar also saves the drawing. New drawings must be given a name before they are saved and so either command brings up the Save Dialog. This is a standard Windows dialog.

For drawings that already been saved, and have a file name, the **Save As** command is used to save the drawing to a different file name. The **Save** command saves the drawing to same file.

Opening A Drawing File

Once a file has been saved to a file on disk it can be re-opened using the **Open** command under the File menu or by pressing the **Open** button on the tool bar. This presents the standard Windows Open Dialog.

Drawings and Windows

Each Flyers PLUS! drawing has its own **document** window. Flyers PLUS! is a Multiple Document Interface (MDI) applications and up to four document (drawing) windows (and hence drawings) can be open at the same time.

When these windows are maximized, as is usually the case, the front most window covers the entire screen, or program window, so that none of the other drawing windows can be seen. This can be changed using the commands under the Window menu.

Cascade Windows and **Tile Windows** commands both show all the drawing

windows, the former by overlapping them, the latter by dividing up the program window.

The remaining items on the Window menu are the names of the open drawings. Selecting one of the items brings that drawing to the front.

All menu, and other commands, apply only to the front most drawing.

The Toolbar

The Toolbar lies above any drawing windows, and below the menu bar.



The Toolbar

The toolbar can be shown or hidden by selecting the **Show Toolbar** item under the View menu.

The top row of buttons are short cuts for the menu commands. To find out what each one does, hold the cursor over a button for a second or more. A small yellow window will pop-up describing its purpose. This is called a tool tip.

The buttons in the second row are used for drawing. One of these buttons is usually pressed in and which button is pressed determines what will happen if you click with the mouse in the drawing.



When the arrow button is pressed, clicking in the drawing selects, moves or sizes existing objects.



When the text button is pressed, clicking in drawing begins a new background text object. Clicking in a shape opens it for text entry.



When the line button is pressed, clicking and dragging in the drawing draws a

straight line. Dragging and Dropping also draws a line.



When the segmented line button is pressed, clicking and dragging in the drawing draws a segmented line.



When the curve button is pressed, clicking and dragging in the drawing draws an arc. Dragging and Dropping also draws a curve.



The remaining buttons draw the shape that they show.

Rulers and Coordinates

Rulers may be displayed along the top and left edges of drawing windows. These show dimensions that will match those on a printed drawing. A line that is one inch long next to the ruler should be one inch long when printed.

Rulers can be hidden or shown using the **Show Rulers** menu item under the View menu. This command toggles the state of rulers on and off for all drawings in the program. When rulers are set to show, the menu item is checked. Rulers are not shown when the view is set to **Fit To Window**.

The top-left corner, where the rulers cross, normally shows a digital display of the current position of the cursor in the units of the ruler. This can be toggled on or off using the **Show Coordinates** command under the View menu.

Clicking in a ruler displays a temporary dotted line, called a **Guide**, that follows the position of the cursor. This can be used to measure the position of an object in the drawing. Clicking in the corner, where the two rulers cross, and then dragging displays two of these lines forming a "cross hair" arrangement. When snaps are turned on, these temporary lines snap to the ruler graduations.

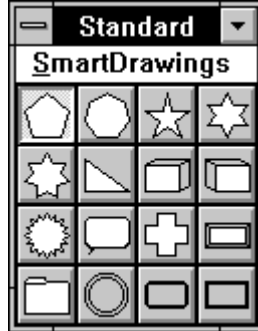
The units shown on the rulers are controlled by the **Measurement** setting in the **International** control in the **Control Panel**. If this is **English** the units are in inches with 1/10" divisions. If the setting is **Metric**, the units are in cm with mm divisions. The size of the divisions controls the spacing of the snaps.

The SmartDrawing Window

SmartDrawings are pictures that can be added to Flyers PLUS! drawings, just like any of the standard shapes on the toolbar.

Collections of SmartDrawings are stored in SmartDrawing Libraries. These are disk files. SmartDrawing Libraries usually collect together pictures that are used by a particular type of drawing. Flyers PLUS! comes with libraries for Holidays, Business and geometric shapes. **SmartDraw Pro** contains additional libraries.

SmartDrawings are displayed in the SmartDrawing Window. This may be shown or hidden via the **Show SmartDrawings** command under the View menu. The window is always re-opened automatically whenever the program is run and a drawing is opened, if it was left open when the last drawing was closed.



The SmartDrawing Window

The SmartDrawing window shows rows of buttons, each displaying a different SmartDrawing from the current library. The name of the current library is shown in the window title bar.

The SmartDrawing window has its own menu. This is used to change libraries, create new ones and edit the contents of the current library. SmartDrawings are described in more detail in their own section on page 28.

Undo

Almost any change that is made to a drawing can be undone using the **Undo** command, under the Edit menu.

If the Undo command is used, the undo menu item changes to **Redo**. Using this command returns the program to its state before the undo command was used. Repeated use of Undo, toggles the program between the current state and the state before the most recent operation. If the command is gray, there is no

previous state to return to.



The Undo button on the toolbar can also be used to perform an undo.

Exiting Flyers PLUS!

You can exit Flyers PLUS! by using the Exit command under the File menu. You can also double-click in the box in the top-left of the program window. You are prompted to save any drawings that are open and have been changed, before the program quits.

Drawing with Flyers PLUS!

A Flyers PLUS! drawing is made up of shapes, lines and SmartDrawings. Shapes, lines and SmartDrawings are called **Objects**. Shapes and lines are added using the bottom row of buttons on the toolbar. SmartDrawings are added using the SmartDrawing window. The SmartDrawing window is opened automatically when you first run Flyers PLUS!. It can also be opened using a command under the View menu.

Adding Objects

There are two ways to add shapes, lines and SmartDrawings to your drawing:

Drag and Drop

This method requires only one mouse click and gives you a shape or line with a standard size and shape. This is best explained with an example.

To add a rectangle shape, first click on the rectangle button on the toolbar without letting go of the mouse button. While still holding down the mouse button, move the cursor onto your drawing. (This is called dragging with the mouse.) A rectangle shape follows the cursor. Once you let go of the mouse button, a new rectangle is added to your drawing.

Lines created this way are always the same size and shape, although they can be adjusted, as explained on page **Error! Bookmark not defined.** (Lines are usually drawn using the Pencil method, described below).

SmartDrawings can also be dragged and dropped in the same way by clicking on the buttons in the SmartDrawing window.



Pencil

The pencil method requires two clicks but gives you full control over the size and shape of the object that you draw.

To add a rectangle shape using this method, first click on the rectangle button in the toolbar, and then let go of the mouse button. As the cursor is moved into the drawing window it changes to the pencil cursor. Now if you click in the drawing window and keep the mouse button pressed and you move the mouse, a rectangle is drawn, as if the mouse were a pencil. This method can be used for shapes, lines and SmartDrawings.

For shapes that can be stretched to any proportion, like rectangles, perfectly square versions can be made using the pencil draw method. To do this, simply hold down the **Ctrl Key** while drawing the shape. This trick with the **Ctrl Key** also applies when sizing a shape with the mouse.

Drawing Lines and Curves

Lines and curves are usually drawn using the pencil method. There are three kinds of line: Straight lines, segmented lines and curves.

Straight Lines



Straight lines connect any two points. They may be drawn at any angle, but will snap to perfectly horizontal or vertical directions if drawn close to these directions.

Segmented Lines



Segmented lines are designed to connect shapes. When linked to a shape in **SmartDraw Pro**, the end linked becomes perpendicular to the side of the shape that it is linked to (i.e. it sticks out from the side). If the other end is linked to another shape, its direction also becomes determined by the side of the shape that it is attached to. In Flyers Plus, segmented lines may only show three segments.

Curves

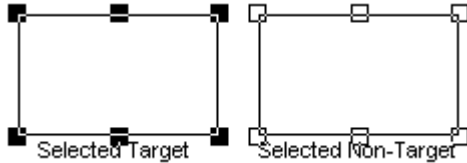


Curves are simple 90 degree arcs.

Selecting Objects

Before any menu operations, such as color changes, can be applied to an object, it must first be **selected**.

Selected objects are shown with **Handles** on the corners and sides as shown below.



The most recently selected object is always shown with solid (black) handles and is called the **Target**. Other selected objects are shown with hollow handles. The target object is the one others align with and become the same size as, when using the **Align** and **Make Same Size** commands.



Objects are selected by clicking on them with the mouse while the *Arrow button* on the toolbar is depressed. Shapes that are not filled with any color (so that objects behind them show through) must be clicked on their border, to be selected.

Selecting an object by clicking on it, de-selects all other selected objects unless you hold the **Shift Key** down while you click. With the **Shift Key** held down, clicking on an object adds it to the group selected, or if it is already selected, de-selects it.

More than one object may be selected at one time by dragging a box around the objects with the *Arrow button* depressed. To drag the mouse, hold the left mouse button down and move the mouse. Then let the mouse button up.

Dragging the mouse in this way across the drawing window draws a temporary dotted rectangle. Any objects completely enclosed by this rectangle are selected once the mouse button is released. Holding the **Shift Key** down while dragging adds the enclosed objects to any existing selection.

To select all the objects in a drawing use the **Select All** command under the Edit menu.

Once selected, the colors, borders and other attributes of objects can be changed using the menu commands. Selected objects can also be cut, copied and duplicated. Typing from the keyboard when a shape is selected adds text to it. These actions are described in much greater detail later.

Moving Objects

Using the Mouse

Objects can be moved by clicking on them with the mouse, and then moving the mouse, while keeping the mouse button pressed down. An outline of the object that was clicked on follows the mouse as you move it.

If more than one object is selected, and the **Shift Key** is held down while the mouse is used to move one of the objects, all of the selected objects move as a group. When a group of objects is moved, an outline of the rectangle that encloses the group follows the mouse.

Using the Arrow Keys

The arrow keys can also be used to move an object. First the object must be selected. Typing an arrow key then moves the object by 1/100 inch with each keystroke. The right and down arrows move the object to the right and bottom. The left and up arrows move it to the left and up. If more than one object is selected, all are moved.

Aligning Objects

The **Align** command under the Draw menu can be used to align all selected objects with the selected target object. This is described in detail in the *Arranging Objects* section on page 23.

Sizing Objects

Using the Mouse

The size and shape of an object may be changed by first selecting it, and then clicking on one of the selection handles with the mouse. Keeping the mouse button pressed down, and moving the mouse, moves the handle changing the size of the object as it does. Only one object at a time can be sized this way.

Some shapes, like rectangles, can be sized to any proportion. Other's, like circles, can grow so as to maintain their proportions.

Handles drawn in the middle of the sides of the rectangle grow the object only in the direction perpendicular to that side. Handles at the corners grow in all directions for non-proportional shapes. Proportionally grown shapes (like circles) have no handles on their sides, and their corner handles grow the shape only proportionately.

For shapes that can be stretched to any proportion, like rectangles, perfectly square versions can be made by holding down the **Ctrl Key** while dragging with the mouse. For shapes that can normally only be sized proportionately, like picture objects, holding down the **Shift Key** while dragging with the mouse allows them to be sized to any proportion.

Using the Arrow Keys

The arrow keys can also be used to adjust the size of an object. First the object must be selected. Typing an arrow key, while holding the down the **Shift Key**, then increases or decreases the size of the object by 1/100" with each keystroke. The right and down arrows increase the size at the right and bottom. The left and up arrows decrease the size at the right and bottom. These changes may be applied to more than one object simultaneously, if more than one is selected.

Make Same Size

The **Make Same Size** command under the Draw menu can be used to make all selected objects the same size as the selected target object. This is described in detail in the *Arranging Objects* section on page 23.

Removing Objects

Objects can be easily removed from a drawing by first selecting them and then pressing either the **Del Key**, or the **backspace**. The **Clear** command under the Edit menu has exactly the same effect.

Duplicating Objects

The **Duplicate** command, under the Edit menu, makes a copy of the selected objects and adds them to the drawing, offset by a small distance from the original objects.

The duplicated objects are automatically selected so that they can be moved as a group (by holding down the shift key). If the newly duplicated objects are moved with respect to their original copies, the new distance between the new set of objects and the original set is used as the offset for further duplications. This makes creating evenly spaced rows and columns of lines or shapes very easy.

Changing the Appearance of a Drawing

Colors and Shadows

The **Colors and Shadows** command, under the Edit menu, allows you to apply a design **Style** to your drawing. A style is a color scheme, specifying the color of the drawing background, shapes, borders, lines, text and shadows, and a shadow type. Using the command presents the **Colors and Shadow Dialog**.

The styles are listed in the **Select a style list** box. A preview of the style's appearance is shown in the **Sample** window to the right of it. Changing the style selection changes the preview. You can browse through the available styles using the up and down arrow keys to change the selection.

Once you have selected the style that want, pressing the OK button applies the colors and shadow styles to your drawing. This is a very quick and easy way to change all the colors in a drawing in one operation. You can undo any change you make, or you can apply another style to try any number of different "looks".

If you select a shadowed style, shadows are applied to your shapes. Some styles also apply the same kind of shadow to lines and to text. The 3D styles give the raised and sunken looks common in Windows dialogs.

You can control whether a shadowed style applies the shadows to lines and text by checking the boxes in the shadow section of the dialog:

Apply To Lines

Checking this box applies the shadow style selected to lines as well as shapes. This is only visible if a shadow style is selected, and is forced to be on for the raised and sunken shadow styles.

Apply to Text

Checking this box applies the shadow style selected to text as well as shapes. This is only visible if a shadow style is selected. Text does not look good shadowed unless it has a point size of 18 or greater.

Reverse Text Shadow

This option is only available if the raised or sunken 3D shadow styles are chosen. Checking this box applies the reverse text shadow: Raised if the shape shadow is sunken, sunken if the shape shadow is raised. This can give an interesting effect.

Overriding Styles

All new shapes and lines added to your drawing adopt the color scheme and shadow style of the current style. You can change the colors of any object, after it has been created, using commands on the Shapes and Lines menus. This changes the color scheme of the current style, and any new objects added adopt the new scheme. Existing objects that are not selected when a color is changed are unaffected.

You cannot change the shadow style of individual objects. Every object follows the shadow scheme of the current style. To change the appearance of shadows, you must select another style, or modify the current style's shadow scheme.

Changing the Appearance of Shapes

The Shapes menu can be used to change the color and border style of existing shape objects. The first step is to select the shape or shapes that you wish to change by clicking on them. (See *Selecting Objects* on page 14.) Selecting a color from the **Fill Color** menu will change the fill color of any selected shape. This color will also be the fill color of any new shape added to the drawing. Lines, Picture objects and some SmartDrawings are not affected by fill color. The fill color can be transparent, which means that the background of the drawing shows through the shape.

Shapes have borders around their edge. This can be dotted, dashed, or solid with several thicknesses. Thick borders always grow towards the center of the shape. SmartDrawings that re-color respond to border style changes by changing their appearance. Those that do not, show a border around the rectangle that encloses the drawing. Shapes may also have no border (**None**). These shapes must have a different fill color than the background or they will not be visible. The **Border Color** and **Border Style** menus change the appearance of selected shape borders. They also change the border of any new shape added to the drawing.

Changing the Appearance of Lines

The Lines menu can be used to change the color and thickness of selected lines, segmented lines and curves. The **Line Style** command changes the style. This can be dotted, dashed, or solid with several thicknesses. The **Line Color** command changes the color of selected lines.

Arrowheads

Any of the line types may be assigned arrowheads at either or both ends, using the Arrowhead menu. Once assigned the arrowhead keeps to the end to which it was assigned no matter how the line is changed in direction.

Changing the Background Color

The background of the drawing itself may be colored. The background color is changed using the **Background Color** command under the View menu. One of the selections is transparent. Drawings with this colored background differ from those with white backgrounds only in the way their pictures are copied to the clipboard. Drawings with transparent backgrounds export transparent pictures that acquire the background color of the document that displays them. Drawings with white backgrounds export pictures that have opaque white backgrounds, no matter where they are displayed. The background color is one of the settings specified in the Color and Shadow style.

Adding Text

There are three ways to enter text: Inside a template text frame, inside a shape or as a background text object.

Entering Text Inside Template Frames

When you open a template, you will usually see a comment "**Click below here and type**". When you click on or below this phrase, you will see the small black squares appear that indicate that a shape is selected. This shape is a template text frame. Once you have clicked on it, to enter your own text just simply begin typing.

You can edit the text in a frame, by first clicking on the text tool in the toolbar, and then clicking on the text that you want to change. Double-clicking on the text will also open it for editing.

Template text frames are actually rectangle shapes that have a transparent fill color and no border. You can draw your own versions of these. Once they are filled with text they start to grow down the page. Stop typing before they are full otherwise your text will overlap graphics and may disappear off the end of the page.

Entering Text In Shapes

Text may be entered inside the three standard Flyers PLUS! shapes that appear on the toolbar and most SmartDrawings.



A shape can be opened for text entry by simply selecting it and starting to type. Shapes can also be opened for text entry by double clicking on them, or by

pressing the text button on the toolbar and clicking once on the shape.

When a shape (or background text object) is opened for text entry, the standard Windows insertion point appears. This is a flashing vertical line. All of the normal Windows text editing conventions apply: Dragging with the mouse selects text (shown as inverted). Selected text can be cut, deleted or copied. The font, size, style and color of selected text can be changed using commands on the Text menu.

As text is added to a shape it fills up and eventually grows to accommodate the text.

Entering Background Text

If the text button on the toolbar is pressed, then clicking in the background of the drawing starts a text entry session. Any text entered forms a new object called a **Background Text Object**. This is a rectangle shape that initially has no border, and has a transparent fill.

Background text objects may be selected and opened for further text entry like any other shape. They may be assigned a border and colors like any other shape, using the commands on the Shape menu. They do have some properties that differ from a normal shape however.

Text objects align to the **Snap-to grid** using the baseline of the first line of text, not their top left corner like other shapes. They are removed from the drawing if all their text contents are deleted. They can also be rotated by 90 degrees for sideways text.

Changing Fonts, Size and Style

The font, size and style of text is changed using the **Typeface** command under the Text menu. This presents the standard **Font Dialog**. There are three controls in this dialog, and a **Sample** window that shows the selected typeface.

Font

This shows a list of all True Type fonts in the system. If none is highlighted, the range of text or shapes selected has more than one font. Leaving this list unselected will result in no change to the font.

Size

This shows a list of sizes for the selected font. If the size you want is not listed you may type it in the editable field. If no size is highlighted, the range of text or shapes selected has more than one size. Leaving this list un-highlighted will

result in no change to the size.

Style

This shows a list of styles (weights) for the selected font. If no style is highlighted, the range of text or shapes selected has more than one style. Leaving this list un-highlighted will result in no change to the style.

Applying the Change

When entering text, selecting a new typeface, using the Font Dialog, changes the typeface for any of the characters that are currently selected. Selected text is shown in reverse in the normal Windows way. If no characters are selected, it changes the typeface of the next character typed.

Changes can also be applied to selected shapes that contain text. In this case, the new typeface is applied to all the text inside the selected shapes.

The most recently selected typeface becomes the new starting typeface for text entered into empty shapes, or as background text.

Changing Text Using the Toolbar

The toolbar has buttons that can be used to change the size and style of the currently selected shape that contains text, or the text being edited. Pressing the buttons for bold, italic, etc. toggles the text style. For example, pressing the bold button when it is not depressed, turns bold on. Pressing it again, when it is already depressed, turns bold off. If the button is gray, then the objects or text currently selected is a mixture of bold and plain.

Commands for text style also appear on the Text menu. These behave in the same way as the buttons, showing a check mark if the currently selected text or shapes have the style shown.

Superscript and **Subscript** behave in a similar way to the other styles, bold, italic and underline, except that they can only be applied to selected text and not to selected objects.



The size of text can be increased or decreased using the text sizing buttons. The "+" button increases the text size, and the "-" decreases it.

Positioning Text Inside Shapes

Text entered inside a shape does not always fill it completely. How the text is positioned inside the shape is controlled using the **Alignment** command under

the Text menu.

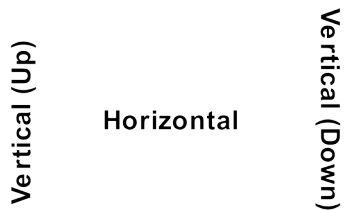
Text can be aligned in shapes towards the left, right, center or flushed, horizontally, and top, bottom or center vertically, for a total of 12 combinations. These 12 combinations are shown graphically on the Alignment menu under the Text menu.

The Alignment command can be used when a shape that contains text is selected, or when a shape is open for text entry. It affects both the way text is displayed within the shape, and the way the shape grows when text is added.

Background text objects respond to the Alignment command, but with little noticeable effect because there is no extra shape size to position the text within. The direction that background text objects grow as text is added is affected however.

Rotating Text

Background text objects, but not shapes, may be rotated by 90 degrees in either direction using the **Rotation** command under the Text menu.



Rotated Text

When rotated text is opened for text entry, it flips back to the normal 0 degree rotation, leaving a ghost image of its rotated form to indicate that the flip to 0 degrees is temporary.

Inserting Symbols

The **Insert Symbol** command, under the Text menu, is a quick way to insert a selection of common symbols, like bullets. It is active only when a text entry session is open. Selecting one of the symbols from the menu inserts it into the stream of text. This command relies upon the Wingdings font being installed on your system.

Changing Text Color

You can change the color of text using the text color menu. This behaves in the same way as the other color menus. The color of text can be changed for individual characters. The color selected from the menu is applied to the range

of text currently selected. Changes can also be applied to selected shapes that contain text. In this case, the new typeface is applied to all the text inside the selected shapes.

Arranging Objects

Flyers PLUS! includes several features that make it easy to align shapes and lines, and to control their front-to-back order. These commands are grouped under the Draw menu.

Using Snaps

The **Snaps** are a grid of imaginary lines that align with the minor ticks on the rulers. When snaps are turned on, the edges of shapes and lines automatically align with the tick marks on the rulers as they are created, moved, or sized with the mouse. This makes aligning the edges of objects by simply dragging them with the mouse very easy.

When objects are moved and sized using other methods, such as with the arrow keys, they do not align with the snaps. This makes it easy to make fine adjustments in position, without turning the snaps off.

The **Use Snaps** command under the Draw menu, toggles the snap mechanism on and off. When Snaps are on the menu item is checked.

Aligning Objects

The edges of several objects can be aligned with each other using the **Align** command under the Draw menu. The Align command aligns the edges of non-target selected objects with the target selected object. The target selected object is the one that shows solid handles, rather than hollow handles. It is the most recently selected.

The **Align Left** and **Right** commands align the left and right edges of the selected objects with the left or right edge of the target object respectively. The **Center Vertically** command aligns the point centered between the left and right edges. Top, Bottom and Center Horizontally work similarly.

Making Objects the Same Size

Several shapes can be made the same size in height, width or both using the **Make Same Size** command under the Draw menu. Like the **Align** command described above, Make Same Size uses the target selected object as the template for changes to all the other selected object. The Make Same Size **Width** command makes all non-target selected objects the same width as the target. **Height** and **Both** work similarly. Objects that size only proportionally, maintain

their proportions under this command.

Changing the Front-to-Back Order

Objects may lie on top of other objects. You can change the front to back order of the objects in your drawing using the **Bring to Front** or **Send To Back** commands under the Draw menu. **Bring to Front** moves any selected objects in front of the non-selected objects. **Send to Back** does the reverse. These commands have no noticeable effect unless objects overlap one another.

Locking Objects

Selected objects may be locked and unlocked using the **Lock Object** command. Locked objects show their selection with gray handles instead of black and cannot be moved until they are unlocked. This is useful if you want to place an object behind others and don't want to accidentally move it while clicking on the objects in front of it. Locked objects cannot be opened for text editing. However, their properties (color etc.) can be changed using the menu commands.

Using Flyers PLUS! with Other Programs

Using The Clipboard

Flyers PLUS! can exchange information with other programs using the clipboard, and the standard Edit commands, **Cut**, **Copy** and **Paste**. When text is being edited, Copy, Cut and Paste act on the text in the standard Windows way. Otherwise, pictures are transferred to and from the clipboard.

Cut and Copy

The **Copy** command transfers all or part of the drawing to the clipboard. Its behavior depends on what is selected. When nothing is selected, a representation of the whole drawing is copied to the clipboard (as a metafile). This can be pasted into word processors and other applications. When one or more shapes or lines are selected, a drawing made up of just those shapes is copied to the clipboard. It also copies the shapes and lines themselves so that they can be pasted into another Flyers PLUS! drawing, or somewhere else in the same drawing.

Cut is a combination of Clear and Copy. It first copies any selected objects to the clipboard, and then deletes them.

Paste

If the clipboard contains shapes or lines copied from Flyers PLUS!, using Paste adds these to the current drawing. If the clipboard contains one of the graphic formats supported by Flyers PLUS!, a Picture Object is added.

Picture Objects

When pictures from other programs are imported or pasted into Flyers PLUS! they become **Picture Objects**. These can be thought of as rectangular shapes, initially with no border, with the picture inside. Picture objects can be moved and arranged like any other shape. Normally, they may only be sized to as to maintain their proportions. However, if the **Shift key** is held down while the object is sized, it can be sized to any proportion.

Unlike shapes, when you try an enter text inside a picture object, it goes underneath instead of inside. Text underneath or above pictures and SmartDrawings may be selected separately and assigned borders and other attributes. Pictures may be given borders using the commands on the Shapes menu, but not fill colors.

Importing Pictures

Pictures from other programs, saved as disk files, can be imported into Flyers PLUS! drawings using the **Import** command under the File menu. This presents the **Import Dialog**. This is the same as the **Open Dialog** and is used to select the file to be imported. Flyers PLUS! imports and exports Windows metafiles. Once imported, pictures become Picture Objects and behave like rectangle shapes.

Viewing and Printing

Changing the View

All Flyers PLUS! drawings can occupy an area of up to 8 x 10 inches. Normally this fits on to one page.

The View menu items **200%**, **150%**, **100%**, **75%**, **50%**, and **Fit to Window** control the scale used to display a drawing in its drawing window. 100% is the scale used by most Windows programs to show objects at their natural size. The other scales make objects look smaller or bigger than they really are. These scale factors have no effect on the size of shapes and lines when they are printed out.

As you change the view, Flyers PLUS! attempts to keep all of the objects in the visible part of your window. If this is not possible, it tries to keep all selected objects in view. If this is not possible it tries to keep the center of the selected set of objects centered in the window.



You can cycle up and down through the views using the Scale Up and Scale Down toolbar buttons.

The **Fit to Window** selection shows the whole area of the drawing in the document window. Normally this fits on one page, however, if you change the orientation of the page, or choose a page size smaller than Letter-sized, the drawing may not fit, and Flyers PLUS! must "tile" it and print pieces of the drawing area on more than one page. The boundaries of these tiles or pages are shown as dotted lines in views of **50%** or below. The shape and size of these pages are determined by the **Printer Setup** selections, described below.

Printer Setup

The **Printer Setup** command, under the File menu, is used to set the target printer, the page orientation and other printer-specific parameters. This information is stored with each drawing. If you change a printer setting using this command it will affect only the drawing in the front most window. Changes will have no effect on any other program, any other drawing, or on the global printer settings.

The Printer Setup command presents the standard Windows Printer Setup Dialog. There are two choices for the target printer: The **Default** or a **Specific** printer. New Drawings are set initially to the default printer. The default printer is the one set using the Windows **Control Panel**. If the target printer for a drawing is set to the default, its target printer changes to the new default, each time the default printer is changed, using the Control Panel, or because the drawing is moved to a different computer.

If you choose a specific printer (i.e. not the default printer) for a drawing, the next time you print it, it will automatically select the same printer, no matter what the default printer setting is. If this printer is no longer available, you are prompted to select another when the drawing is re-opened.

The remaining controls in the dialog let you choose a paper size and orientation. These choices apply only to the current front most drawing.

Overlap

Checking the checkbox marked **Allow 1/6" Overlap...** causes a small strip of each page to be printed again on the pages that surround it, when a drawing requires more than one page to print. This makes it easier to paste together the pages of large drawings.

Printing

The **Print** command under the File menu is used to print a drawing.



The Print button on the toolbar can also be used as a short cut to the Print command.

The command presents the Print Dialog. Pressing OK at this dialog begins printing. The current target printer is shown at the top of the dialog. This can be changed by pressing the **Setup** button. Setup presents the **Printer Setup Dialog**, as described above.

Selecting a Range to Print

The Print Dialog provides three choices for the range of pages to print. These apply only to drawings that require more than one page. If your drawing only has one page, these settings all result in the printing of the one and only page.

All, causes all the pages that the drawing touches to be printed. **Selection**, causes all the pages that the selected objects in the drawing touch to be printed. **Pages**, allows a range of the pages touched by the whole drawing, to be selected for printing.

Printing Multiple Copies

You can print more than one copy of the range of pages that you have selected for printing, by entering the number of copies you want in the **Copies** field. The **Collate Copies** checkbox determines the order in which the copies of the pages of a drawing will be printed. If the range selected involves more than one page, then checking the box will cause multiple copies to be printed so that the pages are in collated order: Page 1, 2, 3..., followed by page 1, 2, 3.... and so on. Unchecking the box, will cause all copies of page 1 to be printed, followed by all copies of page 2 and so on. Non-collated printing (where available) is often faster than collated printing.

Print on One Page

Checking this box causes a drawing that normally requires more than one page to be printed on a single page. This is achieved by scaling the image down to fit on the page and may result in reduced legibility.

Print Quality

The Print Quality control is used to set the number of dots per inch (the resolution) that the printer will use to represent the page being printed. The higher the quality the more memory your printer may need to print the drawing. If you choose to scale a drawing down by checking the Print on One Page box, the best results will occur if you also choose the highest print quality.

Print No Color

Checking this box causes the drawing to be printed in black and white only. All borders, lines and text are made black, and the background and shape fills are made white. This often gives sharper results with non-color printers, and requires much less printer memory than printing in color.

Print Page Numbers

Checking this box causes a footer showing the file name, date and number of the page to be printed at the bottom of each page.

Print To File

Checking this box causes the printed image to be stored in a file on disk instead of being printed to the printer. This is useful for making Postscript files to send to a service bureau when using a Postscript driver.

SmartDrawing Libraries

The SmartDrawing Window

SmartDrawings are pictures that can be added to Flyers PLUS! drawings, just like any of the standard shapes on the toolbar.

Collections of SmartDrawings are stored in **SmartDrawing Libraries**. These are disk files. SmartDrawing Libraries usually group together pictures that are used by a particular type of drawing. SmartDrawings are displayed in the SmartDrawing Window. This may be shown or hidden using the **Show SmartDrawings** command under the View menu. The window is always re-opened automatically (in the same location) whenever the program is run and a drawing is opened, if it was left open when the last drawing was closed.

The SmartDrawing window shows rows of buttons, each displaying a different SmartDrawing from the current library. The name of the current library is shown in the window title bar. The SmartDrawing window has its own menu. This is used to change libraries, create new ones and edit the contents of the current library.

Opening a SmartDrawing Library

When you first start the program, the **Standard** library is opened. This contains holiday clip-art symbols. To select a different library, first make sure that the SmartDrawing Window is displayed. Using the SmartDrawing window's own menu bar, select the **Change Library** command. This presents a standard Open File dialog listing any libraries with file extensions .SDL. Opening a different library causes the SmartDrawing window to show the contents of the new library that you selected.

Changing the Size of the Buttons

The last three items on the SmartDrawing menu control the size of the buttons in the window. Select the size that best suits both your display resolution and eyes. Complex clip art drawings generally look better with larger buttons.

Customizing Flyers PLUS!

Flyers PLUS! Templates

Flyers PLUS! lets you save and re-open your own **Flyers PLUS! Template** files. In addition, Flyers PLUS! provides a wide selection of pre-existing template files. A template file is exactly the same as a regular Flyers PLUS! file, except that it has a file extension of **SDT** instead of the normal **SDR**, and is stored in a DOS sub directory in the same DOS directory as Flyers PLUS! program. The DOS sub directory name is the name of a category shown in the Template Dialog."

Opening Templates

A template file may be opened using either the **Template Dialog**, or the **Open** command under the File menu. The Template Dialog can be shown either from the **Welcome Dialog**, or the **New** command. Templates can be used to control the initial settings for a new untitled drawing, and to store special arrangements of objects, and are a quick way to start a new drawing with many objects and options already set.

Using the **Open** command presents the Open File Dialog. There are two choices under "List Files of Type": **Flyers PLUS! File** and **Flyers PLUS! Template**. Choosing **File** opens a window with the same name as the file. Saving from this window updates the original copy of the file. If **Template** is chosen however, an *Untitled* window is opened. Opening a template file is just like creating a new drawing, except that it contains whatever information was stored in the template.

Saving Templates

Any drawing may be saved to a template using the **Save As** command, under the File menu. This presents the Save Dialog. Again, there are the same two choices of file type. Choosing **Template** saves the drawing to a template file with file extension **SDT**. Saving to a template does not rename the drawing to reflect the template name.

If you want to create your own template, you should save it to a DOS sub directory within the program DOS directory. The template dialog will then show it in the category given by the name of sub directory in which you saved it. If you create a new sub directory in the program directory, this will be added to the list of categories.

Designing Templates

There are two principal uses for templates: To store a desired set of default settings for new blank drawings, and to store a set of objects in a particular arrangement.

To create a template that begins a blank drawing with a particular color and shadow style, you first create a blank drawing, select the color scheme you prefer, and then save it as a template file. Setting default fonts for a new drawing requires that you set them for one shape. To do this add a shape and type "hello" inside it. Select the shape so that it shows selection handles. Use the **Typeface** command under the Text menu to change the font, size and style of the text in the shape. You can also change the text color if you want to. Now delete the shape by typing the backspace key (while it is still selected). This drawing, saved as a template, will re-open with the default font, size and style set to the values you selected in the Font dialog.

Templates and Blank Drawings

The **Options Dialog** allows you to specify that the template **SMRTDRAW.SDT** be opened each time you create a new blank drawing. Like any other template, this can be used to control the initial settings of your blank drawings.

The Options Dialog

The **Options** command under the Edit menu, presents the Flyers PLUS! Options Dialog. This controls the way the program behaves when starting up and when a new drawing is created.

Start Up

When Flyers PLUS! first starts up it can either show the Welcome Dialog, create a new empty drawing, or show the Open Dialog, depending on which radio button is selected.

New Drawing

When a new drawing is created using the **New** command under the File menu, or automatically when the program starts up, Flyers PLUS! can create one in one of three ways:

- It can present the Template Dialog allowing you to pick a template for the new drawing.
- It can create a new blank drawing with the normal defaults.
- It can look for the file **SMRTDRAW.SDT** and attempt to open it as a new blank drawing. **SMRTDRAW.SDT** must be stored in the same DOS directory as the program.

Hints

Flyers PLUS! will display hints for beginning users if this box is checked. These are dialogs that pop-up automatically when you try to use certain features of the program for the first time. They attempt to explain what you are about to do and provide a direct route to more detailed help. Each hint will only appear once in each Flyers PLUS! session. Hints can be switched off from any Hint dialog. We recommend that you leave the Hints switched on the first few times that you use the program.

Getting Additional Help

Technical support is available for those situations that cannot be resolved with the manual or Help screens. Our customer service department is open during standard West-coast business hours. Our telephone number is (714) 553-6575.

Alternatively, you may fax your questions to (714) 553-6585. Please provide your name and either a dedicated fax number (24 hours/day) or an address to send a response. In addition, please be very detailed with your questions. Responses will be sent within 5 business days or you can write us at:

Flyers PLUS! Technical Support
DSR Software, Inc.
5 Park Plaza, Suite 770
Irvine, CA 92714

When you call, please have the following information available:

1. The version of DOS, Windows and **Flyers PLUS!** that you are using.
2. The type of computer you are using (CPU, RAM, Video Display, etc.)
3. The exact nature of the problem, including the steps to repeat the problem.

Please place your call while in front of your computer so that we can walk through the solution with you.

DSR

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