

## **SmartDraw Menu Commands**

File Menu

Edit Menu

View Menu

Shape Menu

Line Menu

Text Menu

Draw Menu

Window Menu

SmartDrawing Menu (This is found in the SmartDrawing window)

To get help on a particular menu item, press **Shift-F1**, or press the help button on the toolbar, and then pull down on the menu item. To get help on a tool bar button, Press **Shift-F1** and click on the button.

## Save Dialog

The Save Dialog lets you save your current drawing to a file on disk. Files can be re-opened later for further work. Each file must be stored with a file name you give it.

The **File Name** box lets you type in a name for the file, or pick one from the list below by clicking on it. If you type the name and do not supply a three letter extension at the end (like **.SDR**), the current extension is added automatically. Names (not counting the extension) can only be 8 letters long.

The **Directories** list shows the current DOS directory that the File Name list is showing. To search in other directories, double click on the names shown in this list. **SmartDraw** remembers the last directory you used to open or save a file with this dialog and automatically sets the directory there when you use it again.

The **List Files of Type** control changes the extension of the files shown in the File Name list and the type of the file saved. **SmartDraw File** has an extension SDR and is the usual choice. **SmartDraw Template** saves the current drawing as SmartDraw Template. This is the same as a normal file but with the extension SDT. When template files are opened, an untitled copy is made and the original is left closed. When saving as a template, the drawing retains its current file name.

The **Drives** control shows the letter of the drive that the File Name list is showing. Use this control to change drives by clicking on it and picking another from the list.

The **OK** button confirms your choice of file and puts away the dialog. The **Cancel** button puts away the dialog without selecting a file.

The **Network** button, if you have one, lets you browse your network and connect other drives. Non-networked users do not have this button.

See Also: [Creating, Opening and Saving Files](#)

## Open Dialog

The Open Dialog lets you re-open a drawing that has been previously saved on disk as a file. Only documents with names ending in **.SDR** are normally shown in the list of files to open, unless you select another extension using the **List Files of Type** control described below.

The **File Name** box lets you type in a name for the file to open or pick one from the list below by clicking on it. If you type the name and do not supply a three letter extension at the end (like **.SDR**), the current extension is added automatically.

The **Directories** list shows the current DOS directory that the File Name list is showing. To search in other directories double click on the names in this list. **SmartDraw** remembers the last directory you used to open a file with this dialog, and automatically sets the directory there when you use it again.

The **List Files of Type** control changes the extension of the files shown in the File Name list. Normally this is "**SmartDraw File**" (SDR). The second choice, **SmartDraw Template**, opens files with the extension SDT. These files are the same as SDR files but they open as an untitled copy, leaving the original intact. This is useful if you want to create files with your own initial settings, or with a set of initial shapes, to serve as the starting point for other drawings. **SmartDraw** comes with several sample templates.

The **Drives** control shows the letter of the drive that the File Name list is showing. Use this control to change drives by clicking on it and picking another from the list.

The **OK** button confirms your choice of file and puts away the dialog. The **Cancel** button puts away the dialog without selecting a file.

The **Network** button, if you have one, lets you browse your network and connect other drives. Non-networked users do not have this button.

See Also: [Creating, Opening and Saving Files](#)

## **Print Quality**

The Print Quality controls 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.

## **Collate**

For printers that do not have enough memory to store a whole page (like dot matrix printers) this is often checked and made inactive.

Checking the box will cause multiple copies of a drawing that does not fit on one page 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 the entire drawing 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 No Color**

Checking this 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 causes a footer showing the number of the page to be printed at the bottom of each page.



## **Print To File**

This 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.

## **Copies**

This sets the number of copies that you want to print.

## **Print Range**

Control the range of pages that will print. Only the rectangular array of pages that contain part of the drawing are printed, beginning with the top left and continuing across the top row, to the second row and so on. There are three choices:

**All** means all pages containing the drawing are printed

**Selection** means all pages that contain lines and shapes that are Selected are printed.

**Pages** allows the entry of a specific range of pages, with page 1 being the top-left as described above.

## Creating, Opening and Saving Files

When you first start the program a new drawing is normally created automatically. Each drawing has its own scrollable window. You may have up to 4 different drawings open at the same time.



New drawing windows may be created by using the **New** command under the **File Menu**, or by pressing the New File button in the tool bar.

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 them before the window closes.



Drawings are saved to a file on disk using the **Save** or **Save As** commands under the **File Menu**. New drawings must be given a name before they are saved and so either command presents the Save Dialog. For drawings that already have a file name, use the Save As command only to save to a different file name. To save and retain the same file name use the Save command. The Save button on the tool bar executes the save command.



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 the by pressing the Open button on the tool bar. This presents the Open Dialog.

The Options Dialog can be used to set the way new documents are created, and what happens when the program starts up.

## Print Dialog

The Print Dialog controls the way a drawing is printed.

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.

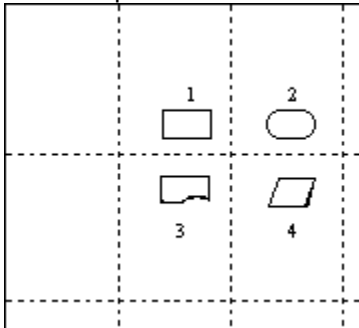
- Print Range
- Print Quality
- Copies
- Collate
- Print To File
- Print Page Numbers
- Print No Color
- Print on One Page

## Printing



The **Print** command under the File Menu is used to print a drawing. This presents the Print Dialog. Pressing OK at this dialog begins printing.

The largest drawing supported is 50 inches square. In the Fit to Window view, the boundaries of the pages over the whole area of the drawing are shown as dotted lines. If a drawing is larger than one page, the rectangular array of pages that the drawing touches will be printed. This is shown below



In the example above, four pages will be printed, marked 1,2,3, and 4. The most top-left of the pages that contain the drawing is printed as page 1. The remaining pages are then printed, starting with the next page in the same row as page 2, and then forward to the bottom right across each row.

When a page range is specified in the Print Dialog, the page numbering follows this scheme. For example, to print the bottom right page only, in the case shown in the picture above, a range of page 4 through 4 is specified.

The Printer Setup Dialog is used to set the target printer, the page orientation and other printer-specific parameters. This information is stored with the drawing. 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 setting for the default printer is.

You can also choose to print with 1/6" overlap between each page of a multi-page drawing. This causes a small strip of each page to be repeated on the pages that surround it. This makes pasting together large drawings easier.

**Overlap**

Checking this box causes a small strip of each page to be repeated on the pages that surround it. This makes pasting together large drawings easier.

## **Paper**

Select the paper size from the list.



## **Orientation**

Choose either landscape or portrait, as shown by the icon.





## **Printer**

Selecting the **Default Printer** will cause this drawing to print to whatever the default printer (set using the Control Panel) is set to.

Selecting a **Specific Printer** will cause this drawing to print to the chosen printer, no matter what the default printer is set to.

## Printer Setup

This dialog is used to set the target printer, the page orientation and other printer-specific parameters. This information is stored with the drawing. 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.

-  Printer
-  Orientation
-  Paper
-  Overlap

## **Undo**

The **Undo** command reverses the most recent operation. If used, the command changes to **Redo**, which 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.

## Cut, Copy and Paste

The **Copy** command transfers all or part of the drawing to the clipboard. Its behavior depends on what is selected.

When nothing is selected, **Copy** copies a representation of the whole drawing to the clipboard (as a metafile). This can be pasted into word processors and other applications. If an application supports Object Linking and Embedding (OLE) as a client, pasting the drawing into it creates an OLE link back to **SmartDraw** so that double-clicking on the pasted drawing will open it up in **SmartDraw** again.

When one or more shapes or lines are selected, **Copy** copies a drawing made up of just those shapes to the clipboard. It also copies the shapes and lines themselves so that they can be pasted into another **SmartDraw** drawing, or somewhere else in the same drawing. Copying is also used to combine selected shapes and lines into a new SmartDrawing.

The **Clear** command is only available when shapes or lines are selected. It removes (deletes) the selected objects from the drawing.

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

**Paste** adds items currently on the clipboard to the drawing. If the clipboard contains shapes or lines copied from **SmartDraw**, these are added to the current drawing. If the clipboard contains one of the graphic formats supported by **SmartDraw**, a Picture Object is added. **SmartDraw** does not support OLE as a client, only as a server.

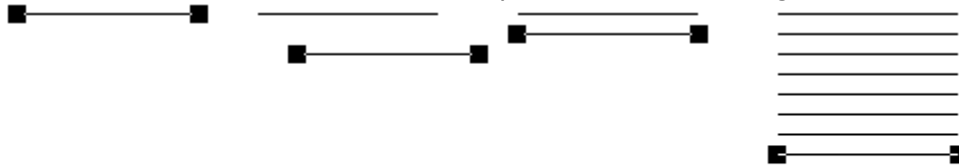
When text is being edited, Copy, Cut and Paste act on the text only in the standard Windows way.

## Duplicate

The **Duplicate** command makes a copy of the selected lines and shapes 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. An example makes this clear.

The illustration below shows the steps involved in making a column of evenly spaced lines.



Step 1 - Draw a line

Step 2 - Duplicate it

Step 3 - Adjust the offset

Step 4 - Duplicate again and again

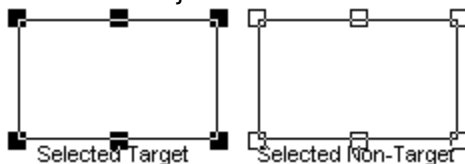
## Selecting Objects



Lines and Shapes become selected when they are clicked on with the mouse and the Arrow button on the toolbar is depressed.

Once selected, the colors, borders and other attributes of objects can be changed using the menu commands. Typing from the keyboard inserts text into selected shapes.

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** object. 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 that are Linked to other objects have round handles at their connected points.

There are many ways to select objects. Clicking on the border of an object selects it and de-selects all other objects. Holding the **Shift Key** (on the keyboard) down while clicking, causes any other selected objects not to de-select. Clicking on a selected object with the **Shift** key depressed, de-selects it (and only it).

Holding the mouse button down while **dragging** the mouse across the drawing window draws a temporary dotted rectangle. Any objects completely enclosed by this rectangle are selected. Holding the **Shift** key down while this is done adds these objects to any existing selection

Sometimes, it is hard to click on, and select, the object that you want because of other objects that lie on top (or *in front*) of it. There are two ways to overcome this. You can select the objects on top and Send to the Back, or you can drag around all of the objects, selecting them all. Shift-clicking on the objects in the front now de-selects them, leaving only the object you want still selected.

Shapes can always be selected by clicking on their border. Shapes that are not transparent can be selected by clicking inside their borders.

## Colors and Shadows

The **Colors and Shadow** 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. Styles are selected from the **Colors and Shadow Dialog**.

Many pre-built styles are provided by **SmartDraw**. These 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, press the OK button and the colors and shadow styles are applied 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
- Apply to Text
- Reverse Text Shadow

Pressing the **Define** button in the dialog allows you to add your own styles, or to modify the standard ones.

See Also; [Defining Color and Shadow Styles](#)



## **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.

## **Apply to Text**

Checking this box applies the shadow style selected to text as well as to 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.

## **Apply To Lines**

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

## **Angle**

The four push buttons show the current angle for the shadow. Pressing one changes the selection to the angle shown on its face. These controls are only visible if one of the shadow styles in the right column of the shadow control is selected.

## Shadows

The six push buttons show the range of shadow styles available with the top left button representing no shadow. If a shadow style in the right column is selected, the angle of the shadow can also be controlled using the controls labeled **Angle**.

Shadows can be applied optionally to lines and text. Check boxes control these selections.

## Colors

Seven color panels are displayed showing the current color scheme. Pressing on any color panel with the mouse displays the color menu. Use the menu to change the color selection.



The selection shown on the left represents the **Transparent** color.

The **highlight** color is only used by the raised and sunken three dimensional shadow styles.

## Delete Button

This button is active when the name in the **Name** field matches the style selected in the list. Pressing it removes the selected style from the list.

## **Change Button**

This button is active when the name in the **Name** field matches the style selected in the list. Pressing it changes the selected style to the current color and shadow settings.



## **Add Button**

This button is active when the name in the **Name** field does not match the style selected in the list, and the settings for colors and shadow have been changed. Pressing it adds the current color and shadow settings as a new style.

## **Name**

The text in the name field is the current name of the style being edited. If this matches the name of the style that is shown selected in the list, the **Change** button is active, and the current style is changed if it is pressed. If the name does not match the selected name in the list, the **Add** button is active and pressing it adds a new style to the list. If there is nothing typed in the field, both buttons are inactive.

## **Sample**

This area shows a preview of the current style as the selection in the list is changed, and as the settings for the selected style are changed.

## **Rename Button**

This button becomes active when the name of the selected style has been changed, but the parameters have not. Pressing it renames the current style.

## Select a style to edit

Selecting an item in this list selects the style for editing. The style's name is copied into the **Name** field, and the **Change** button becomes active. Any changes to the previously selected item's style are canceled.

## Defining Color and Shadow Styles

You may change existing styles or add new styles with the **Define Colors and Shadows Styles** dialog.

- Select a Style To Edit
- Sample
- Name
- Add
- Change
- Rename
- Delete
- Colors

- Shadow
- Angle
- Apply to Lines
- Apply to Text
- Reverse Text Shadow

Changes made in this dialog do not become permanent unless the **OK** button is pressed. The newly defined styles are then available in the Colors and Shadow Dialog.

## **Adjustment**

This field is only visible if the shape selected for the button may be adjusted in some way. The parameter value represents a proportion of the width or height of the shape and is usually limited to a range of 0.1 to 0.4, or sometimes less. The effect of the change can be seen in the preview window if you click on it or click in another field.

Changing the shape assigned to the button will change the adjustment to its default value for that shape.

## **Select Shape**

A button shows the shape currently selected for this toolbar location. Pressing the button presents a menu of standard shapes. Selecting one changes the assignment of the button to the selected shape.



## **Preferred Size**

The width and height fields control the size of the shape associated with this button when one is created using a drag and drop operation. For circles, and other shapes that can only be sized proportionately, changing one value changes the other, so as to maintain the same proportions.

## Editing the Toolbar




The buttons on the toolbar that show shapes can be configured to show any of the 24 standard shapes using the **Edit Toolbar Location** dialog.

To bring this into view, either double-click on the button that you want to edit, or select the button by clicking on it once and then select the **Toolbar** item under the Edit menu.

This dialog can also be used to set the size of the shape when it is added to the drawing using a drag and drop operation, as well as the "adjustment" parameter for certain shapes. The adjustment parameter controls the degree of roundness for rounded rectangles, how angled arrows are, etc.

Changing these parameters has no effect on any existing shapes in your drawing. They affect only new shapes that you add later.

Press the buttons below for an explanation of the controls in the dialog:

-  Preferred Size
-  Select Shape
-  Adjustment

## Hints

**SmartDraw** 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 **SmartDraw** 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.

## **New Drawing**

When a new drawing is created using the **New** command under the File menu, or automatically when the program starts up, **SmartDraw** can either create one with the normal defaults, or it can look for the file "SMRTDRAW.SDT" and attempt to open it as a new untitled drawing, or Template.

You can use the template feature to control the default colors, styles and other drawing parameters for newly created drawings.

## Start Up

When **SmartDraw** first starts up it can either show the Welcome dialog, create a new empty drawing, or show the Open Dialog. Make your choice by clicking on the appropriate radio button.

## Options Dialog

The Options Dialog controls the way the program behaves when starting up and when a new drawing is created. Press the buttons below for an explanation of the controls in the dialog:

-  Start Up
-  New Drawing
-  Hints

## Changing the View

All **SmartDraw** drawings may occupy an area of up to 50 inches square. Unless your drawing is very large, you work only with a small part of this total area, normally up in the top left corner. The commands: **200%**, **150%**, **100%**, **75%**, **50%**, **Fit to Page**, and **Fit to Window**, shown under the View menu, control the scale used to display your drawing in the 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.**

The **Fit to Window** selection shows the whole 50 inches of the drawing in the document window. Since the size of a page for the currently selected printer is normally much smaller than this, to print a drawing of this size, **SmartDraw** 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.

The **Fit to Page** selection scale the window so that at least one full page is showing. This view and 50% also show the page boundary lines.



The toolbar shows two buttons that you may use to change the scale factor. Pressing on the button on the left, with the minus sign in the magnifying glass, selects the next smallest view menu item. Pressing the button on the right selects the next largest view.

As the view changes, **SmartDraw** attempts to keep all selected objects (or *all* objects if none are selected) visible. If this is not possible (because the window is too small), it attempts to center the selected group in the window.

You can specifically select an object to scale up and bring into view by holding down the **Control** and **Shift** keys at the same time. This changes the cursor to a magnifying glass. If the view is set to **Fit to Window**, or **Fit to Page**, the cursor has a plus sign in the middle, and clicking on an object sets the scale to **100%** and brings the object into view directly under the cursor.

If the view is set to **50%** or above, the cursor has a minus sign in the middle, and clicking selects the **Fit to Window** view. A quick way to inspect a particular object is to hold the shift and control keys down, click once to select Fit to Window view, find the object that you want to inspect and click on it. This brings the object into view at 100%.

See [Printing](#).

## Rulers and Coordinates

Drawings may have rulers showing along their top and left edges. These show dimensions that will match those printed out. A line an inch long next to the ruler should be an inch long when printed.

Rulers can be hidden or shown using the **Show Rulers** menu item under the View menu. This toggles the state of rulers for all drawings in the program on and off. 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** View menu item.

Clicking in a ruler displays a temporary dotted line that follows the position of the cursor. This can be used to measure the positions of objects in the drawing. Clicking in the corner where the two rulers cross and dragging shows 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 Toolbar

**SmartDraw** usually shows a row of buttons under the menu bar. This is called the **Toolbar**. It can be shown or hidden by selecting the **Show Toolbar** command 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 ToolTip.

The buttons in the second row are used for drawing. One of these buttons is usually pushed in. What happens when you click with the mouse in the drawing depends on which of these buttons is currently pushed in.



When the arrow button is pressed, clicking in the drawing selects, moves or grows 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. Dragging and Dropping also draws a segmented line.



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

The remaining buttons draw the shape that they show. The shape buttons can be configured to show any of the 24 standard shapes, and you can control the default size and proportions of the shapes that are dragged and dropped. This is done by double clicking on the button, or by first selecting the button and then selecting the Toolbar item under the Edit menu.

## Colors

Checking this box allows **SmartDraw** to change the color of the fills, lines, border and text that show in the SmartDrawing. The style and thickness of borders and lines can also be changed. These settings are controlled by the **Shape** menu, not the **Line** or **Text** menu.

The color of the text, lines and borders follows the **Border Color** setting. The fills follow the **Fill Color**. Transparent fills are not affected by the Fill Color.

If this box is not checked, the drawing behaves like a Picture Object. Applying a border style places a border around the SmartDrawing but does not change the contents.

The substitution of colors for lines, fills etc. may not work for all SmartDrawings. If the image contains bitmapped images these may be unaffected by checking the color box. If you check this box you should experiment with a copy of the SmartDrawing to see the effects of color changes. If these are not satisfactory, return to the dialog and uncheck the box again.

## Image Window

The Image window shows the SmartDrawing image against a grid of green lines. A dotted border shows the edges of the drawing rectangle.

Each drawing has 16 **Connect Points** shown as solid black circles. These are the points at which lines and other shapes will Link to this drawing. Clicking on the circles and dragging with the mouse button held down allows you to move them. The connect points should be arranged on the borders of the drawing. To be active, connect points must lie outside the margin lines (whether text is entered **Inside the Drawing** or not).

You can finely adjust the position of connect points using the F5, F6, F7 and F8 keys. The point most recently clicked-on, moves left, right, up and down respectively by 1 pixel, when these keys are typed.

When the text setting is **Inside the Drawing**, four margin lines appear. These can be moved by clicking on the square handles at each end and dragging. By default these are set to create the smallest text entry area possible between all four lines. This should be expanded to allow the largest area that still forces all text to lie within the borders of the shape. When text is entered **Above** or **Below** the drawing, the margin lines are ignored.

## Enter Text

SmartDrawings can display text. This text can be **Inside the drawing** like the standard 24 shapes, or **Above** or **Below** it. The fourth choice, **No text**, means that the drawing will not respond to the normal text entry commands.

If **Inside the Drawing** is selected, four margin lines appear inside the **Image** window. These should be adjusted so that the text area within the four lines does not overlap the boundaries of the SmartDrawing.

## **Grow**

The four radio buttons control the way in which the SmartDrawing can be re-sized.

**Proportional** drawings have only four grow handles (one at each corner) and maintain their proportions when re-sized.

**Horizontal Only** drawings have only two grow handles and can be re-sized only in the horizontal direction. This is good for drawings that represent horizontal lines.

**Vertical Only** drawings have only two grow handles and can be re-sized only in the vertical direction. This is good for drawings that represent vertical lines.

**No restrictions** allows drawings to grow in all directions without maintaining proportions. These drawings have the usual 8 grow handles.

## Preferred Size

The width and height fields control the size of the SmartDrawing when it is created using Drag and Drop. If the **Grow** setting is set to **Proportional**, changing one value changes the other, so as to maintain the same proportions.

## Creating and Editing SmartDrawings

SmartDrawings are regular Windows metafile pictures with special additional properties used by **SmartDraw** to control the way they change size, color and display text. The **Edit SmartDrawing** dialog is used to change these properties both for existing SmartDrawings and newly added ones.

Pressing the buttons below describes how each of the controls in the dialog works.

 Preferred Size

 Grow

 Enter Text

 Image

 Colors

## **Text and the Sizing of Shapes**

Regular shapes, SmartDrawings and background text objects all grow if more text is entered than will fit inside them. There are three ways that they can grow.

### **Horizontally and Vertically**

This is the default for most shapes. The shape grows so as to maintain its proportions.

### **Horizontally**

This is the default for background text objects and the text that appears below or above pictures and SmartDrawings. New text is added on the current line. Wrapping occurs only when an <Enter> is typed.

### **Vertically**

Text "wraps" within the width of the shape, like a word processor does when the text reaches edge the of the page. The shape grows vertically as new lines are added.

### **The Grow Direction**

The direction that the shape grows is determined by the Alignment command under the Text menu. A shape maintains a fixed point according to its text alignment. If its text is centered, the center of the shape remains fixed and it grows outwards from the center. Left justified text remains fixed at its left edge and grows on the right. Top justified text grows downwards and so on.



## Entering Text

There are two ways to enter text: Inside a shape or in a background text object.

### Entering Text Inside Shapes

Text may be entered inside the 24 standard shapes that appear on the toolbar and inside, or underneath, many SmartDrawings. As text is added to a shape it fills up and grows to accommodate the text.



If a shape is selected, just starting to type opens it for text entry. 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.

### Entering Background Text

If the text button on the toolbar is pressed in, then clicking in the background of the drawing opens a text entry session. Text entered forms a new object called a **Background Text Object**. This is essentially a rectangle shape with no border.

Background text objects may be selected and opened for further text entry like any other shape. They may have a border and colors like any other shape. They do have some properties that differ from the rectangle shape however.

Text objects align to the Snaps according the baseline of the first line of text, and not to their top left corner like other shapes. They are deleted if all their text contents are deleted. They can also be rotated by 90 degrees for sideways text.

### Entering and Editing Text

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.

See also: Selecting a Typeface, Rotating Text, Text Alignment, Inserting Symbols

## **Style**

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

## **Size**

This shows a list of sizes for the selected font. If the size you want is not listed you may enter it in the editable field. If no size is shown selected, then the range of text selected has more than one size. Leaving this list un-selected will result in no change to the size over the selected range.

## **Font**

This shows a list of all True Type fonts in the system. If no font is shown selected, then the range of text selected has more than one font. Leaving this list un-selected will result in no change to the font over the selected range.

## Selecting a Typeface

There are two ways in which the font, size and style of text can be changed: When a text entry session is active, and range of text is selected, and when a shape containing text is selected.

In both cases the **Typeface** command under the Text menu presents the standard **Font Dialog**. Selecting a font, size, style combination from this dialog applies the new typeface either to the range of text selected or to all the text in the selected shape.

Press the buttons below for an explanation of the controls in the dialog:

-  Font
-  Size
-  Style

The sample window shows a preview of the typeface selected.

## **Text Rotation**

Background text objects may be rotated by 90 degrees in either direction using the **Rotation** menu under the Text menu.

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.

## Text Alignment

Text can be positioned inside a shape so that it aligns with the left edge, the right edge, or is centered horizontally. It can also be flush justified so that it aligns with both the left and right edges of the shape. Vertically, the text can be positioned so that it aligns with the top edge, the bottom edge, or is centered vertically. The four horizontal and three vertical settings can be combined into a total of 12 combinations. These 12 combinations are shown graphically in 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 the way text is displayed within the shape and the way the shape grows when text is added. (See [Text and the Sizing of Shapes](#)).

Aligning text in a background text object has little noticeable affect because there is no extra shape size to position the text relative to.

Flush alignment is similar to left alignment except that wrapped lines have smooth right edge as well as left edge. Left aligned text has a ragged right edge.

## **Insert Symbol**

The Insert Symbol command is a quick way to insert a selection of common symbols into text being edited. 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.



## Arranging Lines and Shapes

### Use Snaps

The **Use Snaps** command under the Draw menu, toggles the snap mechanism on and off. When Snaps are on, and the menu item is checked, the edges of shapes and lines automatically align with the tick marks on the rulers as they are created, moved, or re-sized. This makes aligning the edges of objects, when simply dragging them with the mouse, very easy.

### Align

The align commands under the Draw menu align the edges of selected objects with the target object. The **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 but in the vertical direction.

### Make Same Size

This command is used to re-size all the selected objects so that they have the same **Width**, **Height** or **Both**, as the target.

### Bring to Front and Send to Back

Objects (shapes and lines) 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.

### Lock Object

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. Their properties (color etc.) can be changed using the menu commands however.

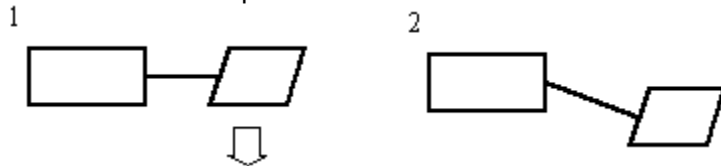
### Allowing Shapes and Lines to Link

See Linking.

## Linking Lines and Shapes

**SmartDraw** lets you link objects together so that they stay connected when you move or re-size them.

The most common case is a line linked to two shapes. Moving one of the shapes changes the size and shape of the line as shown below.



### Creating a Link

When line linking is enabled, a line may be linked to a shape by moving one end over the border of the shape. This is done either by growing or moving the line using the mouse. When the end of the line approaches the shape's border, a series of round solid circles appear, indicating the points on the border that the line may link to. These are called **connect points**. This is shown below.



The end of the line then snaps to the closest connect point and the mouse cursor becomes an "anchor". Releasing the mouse while in this state establishes a link between the line and the shape.

Links can also be created when objects are first added to the drawing. If the "pencil" method is used to add a line, and the initial mouse click is inside the border of a shape, a link to this shape is immediately established with the beginning of the line. This is shown by the display of connect points for the shape that was initially clicked upon. The end of the line that follows the mouse can also be linked to a second object by dragging it to its border. Hence the linking of two shapes with a newly created line can be achieved in one drawing operation.

### Breaking a Link

Links may be broken using the reverse of the link creation process. The end of the line is moved away from the border of the object using the mouse. Deleting either object also breaks the link.

### Targets and Linked Objects

In any link relationship, the object that displays the connect points is the **Linked Target**, and the object linking to it is called the **Linked Object**. The linked target usually controls the positioning of the linked object. If the target is moved, the linked object either moves, or re-sizes to maintain the link.

Lines are allowed to have one or two linked targets. With one target, lines move when their target moves. With two, they change shape and/or re-size when one of their targets move.

When a line that is linked to one target is moved, the link is broken. When a line that is linked to two objects is moved, all three are moved as a group.

### Turning Linking On and Off

The Draw menu had commands that turn linking off. This is very useful when you want to draw a finely detailed picture and you would like to prevent lines drawn close to shapes (and each other) from linking together. The **Allow Lines to Link** command toggles the ability of lines to link to other objects. The **Allow Shapes to Link** command toggles the ability of shapes to link to each other. This is off by default.

### **Linking Shapes to Other Shapes**

When the **Allow Shapes to Link** item under the draw menu is checked, then one shape can be linked to another. Shapes can never link to lines where a line is the linked target. When shapes link, any one of the grow handles on the linked shape can snap to any one of the connect points on the target shape. Shapes can only link to one target at a time.

This feature is useful if you want to attach a background text object to a shape so that it follows the shape around when it is moved or re-sized.

### **Linking Lines to Other Lines**

Lines can link to other lines as a linked target. This is useful for creating branched networks of lines that remain attached when the targets change size or move.

## **The Window Menu**

The Window menu lets you arrange any open drawing windows, or bring one to the front.

**Cascade Windows** arranges them to overlap each other, offset from the top left hand corner of the program window.

**Tile Windows** arranges them to fill the program window as non-overlapping tiles.

The remaining items on the menu list the open windows. Selecting one of these items brings its window to the front.

## Object Linking and Embedding (OLE)

**SmartDraw** is an **Object Linking and Embedding (OLE) Server**. This is a feature that allows other Windows programs that support OLE to insert **SmartDraw** drawings directly into their own documents.

A program that allows users to insert OLE objects into their own documents are called **OLE Clients**. Examples are Windows Write, Microsoft Word, Excel, PowerPoint, Lotus 1,2,3 , WordPerfect and most other major applications. To understand the features of OLE more clearly we will use Microsoft Word as an example OLE Client application.

### Embedding

Word, and other client programs, all have an **Insert Object** menu item. If you use this command, you are presented with a scrolling list showing the names of the **OLE Server** documents that are installed on your system. **SmartDraw Drawing** should appear in this list. If you make this selection, **SmartDraw** will be launched, or will come to the front, with a new empty drawing. Whatever you draw in this window will show as a picture in your Word document when you save the drawing. This is called **Embedding**.

The **SmartDraw** drawing seen in your Word document actually contains all the information that would be stored inside a **SmartDraw** file. If you double-click on the drawing in Word, **SmartDraw** is launched again, and comes to the front showing the drawing you embedded. You can make changes to this drawing and save it back to Word again.

You can also embed a copy of a **SmartDraw** drawing in Word (and other clients) by copying the drawing from **SmartDraw**, and pasting it into Word. The copied picture appears in your Word document. Double-clicking on this picture launches **SmartDraw** and you can make changes to the picture again.

### Linking

The second type of behavior supported by OLE is **Linking**. Linking occurs between a client like Microsoft Word and an existing **SmartDraw** file. A link is established with **SmartDraw** drawing by using the **Paste Special**, (or **Paste Link**) command, that appears under the Edit menu, in Word and other clients.

Pasting a link is only possible if a copy occurred from a **SmartDraw** drawing that has a real file name. Copying from an *Untitled* drawing will not allow a Paste Link.

When a link is pasted, the drawing appears in the Word document, just as it does with embedding (normal pasting). However, the drawing you see is an image of the entire **SmartDraw** file, not just the part that you copied. Any changes you make in the **SmartDraw** file are reflected inside the Word document the next time you open it. Two or more Word documents can be linked to the same **SmartDraw** file, and are automatically updated when changes are made to it.

**SmartDraw** is an OLE 1.0 Server. It not an OLE Client.

## Drawing Shapes and Lines

There are two ways to draw both shapes and lines:

### Drag and Drop

This method requires only one mouse click and gives you a shape or line with a standard size and shape.

To add a rectangle shape, first click on the rectangle button on the toolbar **without letting go of the mouse button**. 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.

The size of the shapes you drag from the toolbar can be set by double-clicking on the shape button. This presents the Edit Toolbar Dialog. Lines created this way are always the same size and shape. (Lines are usually drawn using the *Pencil* method, described below). SmartDrawings can also be dragged and dropped from 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 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 re-sizing a shape with the mouse.

### Colors and Borders

New objects have properties that match the most recent changes made to the drawing. If you change the fill color of a shape to blue, and then create a new one, it will be initially filled with blue. If no changes have been made using the menus, the colors of new objects match the color and shadow style selected for the drawing.

## Sizing Objects

You can change the size of a line or shape by first selecting it, and then clicking on one of the **Selection Handles** that appear on its border when it is selected.



### Using the Mouse

To change the size of an object using its handles, click on one with the mouse and keep the mouse button held down. Then move the mouse. The handle that was clicked-on follows the movement of the mouse, changing the size of the object as it does.

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.

Shapes, like some SmartDrawings and Picture Objects, that normally can only be sized proportionately, can be stretched to any proportion, if you hold down the **Shift** key while dragging with the mouse.

### Using the Arrow Keys

The arrow keys can also be used to adjust the size of an object. First the object must be selected. This is usually done by clicking on it. 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.

## **Moving Objects**

### **Using the Mouse**

Shapes and lines can be moved by clicking on them with the mouse, keeping the mouse button pressed down, and moving the mouse. An outline of the object clicked-on follows the mouse.

If more than one object is selected, and the **Shift** key is held down while the mouse is used to move an object, all selected objects move as a group. More than one object may also be moved if the object clicked on is linked to others. 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. This is usually done by clicking on it. Typing an arrow key then moves the object by 1/100" 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.



## **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 transparent backgrounds differ from those with white backgrounds only in the way their pictures are exported. 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.

Drawings exported in bitmapped formats are *always* opaque.

The background color is one of the settings specified in the Color and Shadow style.

## **File Menu**

### **New**

Creates a new drawing.

### **Open**

Opens an existing drawing file.

### **Close**

Closes the current drawing window

### **Save**

Saves the current drawing to the same file.

### **Save As...**

Saves the current drawing to a different file.

### **Printer Setup**

Presents the standard Printer Setup Dialog.

### **Print**

Prints the drawing.

### **Print Order Form**

Prints the order form for Registration.

### **Export**

Exports the current drawing in a graphic format that can be read by other programs.

### **Import**

Imports pictures from other graphic programs.

### **Exit**

Exits the program.

### **File Names**

The up to four file names at the bottom of the file are the names of the most recently used files. Selecting one of these opens that file or brings it to the front.

## **Edit Menu**

### **Undo**

Undoes or re-does the last operation.

### **Cut**

Copies the current selection to the clipboard and then deletes it.

### **Copy**

Copies the current selection to the clipboard.

### **Paste**

Pastes the current contents of the clipboard into the drawing

### **Clear**

Removes the currently selected shapes and lines

### **Select All**

Selects all lines and shapes in the drawing.

### **Duplicate**

Makes a copy of the currently selected objects

### **Colors and Shadows**

Selects a new color and shadow style for the drawing.

### **Toolbar**

Edits a shape button on the toolbar.

### **Options**

Presents the Options Dialog.

## **Large SmartDrawings are not a good idea**

The Windows metafile that you are attempting to add to the SmartDrawing library exceeds 1,000,000 bytes. Metafiles of this size do not make good SmartDrawings.

Metafiles that are this large are usually very complex line drawings, or bitmaps. SmartDrawings are better when they are small and simple line drawings. Very complex drawings are slow and cumbersome. Bitmaps do not scale or print well at high resolution.

Try a simpler version of your image.

## SmartDraw Templates

**SmartDraw** lets you save and re-open your own template files. A template file is exactly the same as a regular **SmartDraw** file, except that it has a file extension of **SDT** instead of the normal **SDR**.

### Opening

A template file is opened using the **Open** command under the File menu. This presents the Open File dialog. There are two choices of file type: **SmartDraw File** and **SmartDraw Template**. Choosing **File** opens a window with the same name as the file. Saving from this window updates the file. If **Template** is chosen however, an *Untitled* window is opened. Saving this file does not update the original but instead prompts you for a new file name. Opening a template file is just like creating a new drawing, except that it contains whatever was stored in the template.

### Saving

Any drawing may be saved to a template. To do this, use the **Save As** command, under the File menu. This presents the Save Dialog. Again there are the same two choices of file type. Selecting **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. The flag that indicates that changes have been made to the drawing is also not cleared, so that if you attempt to close the file, it will still prompt you to save changes.

### New Drawings

The Options Dialog allows you to specify that the template SMRTDRAW.SDT be opened each time you create a new drawing. This can be used to control the initial settings of your new drawings, even if the template file SMRTDRAW.SDT contains no shapes or lines.

If you like a particular color and shadow style, for example, you can create a new drawing, select the color scheme you prefer, and save it as SMRTDRAW.SDT. If you place this file in the program directory, each new drawing you create will start with this style.

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. 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). Save this drawing as a template. When re-opened, its default font, size and style will be set to the values you selected using the Font dialog.

## Troubleshooting

### Problems

If you experience problems (non-euphemistically known as bugs!) using **SmartDraw** please report them. The best way to do this is via electronic mail. Our email address is:

**SmartDraw@AOL.COM**

Email from Compuserve, AOL, or the Internet should reach us at this address. You can also call us at (619) 549 0314.

When reporting a problem, please include the following information:

- 1) Your system configuration (version of Windows, printer, display type etc.)
- 2) A description of **how to reproduce** the problem.
- 3) A sample file that exhibits the problem (if possible).

### Solutions

Below are some answers to common problems.

#### Printing

*Q. My printer gives an out of memory error each time I try to print my drawing.*

A. This is most commonly caused when you try to print a drawing that has a non-white background color, and you are printing with Print No Color box un-checked. This causes some printer drivers to send a full-page bitmap to the printer. Many LaserJet printers, in particular, do not come from the factory with enough memory to handle this. The solution is to change the background color to white, or to check the Print No Color box. Checking the box will cause your drawing to print in pure black and white colors.

*Q. My sideways text is not sideways when I print.*

A. Not all printer drivers support sideways (rotated) text. Many that say they do, do not work properly. For LaserJet drivers that have this problem, checking the **Print True Type fonts as Graphics** box in the driver may help. Getting the latest version of the driver may also help. (Look on Compuserve or AOL).

Switching fonts may also work. Sometimes True Type fonts are substituted by printer fonts at print time. These printer fonts may not support rotation. Substitutions of this kind are found in the **WIN.INI** file.

#### OLE and Copying

*Q. Pictures from SmartDraw get scrambled when I paste them into other applications.*

A. Most applications pick Windows metafiles apart when they are pasted into one of their documents. The Microsoft Office applications seem to do an excellent job of this. Other applications are not so capable. Corel Draw seems to have a problem with certain metafiles. There is not much you can do about this, but please report it so that we can work with the vendor to try and fix the problem.

Q. When I paste a picture from **SmartDraw** into another application and double-click on it, SmartDraw is not launched. I thought **SmartDraw** supported OLE.

A. For OLE to work, the application you paste a **SmartDraw** picture into must be an OLE Client. OLE Clients usually have an Insert Object menu command.

### **SmartDrawings**

Q. The SmartDrawing I added does not change color like other shapes.

A. Before this can happen you must check the Change colors box in the Edit SmartDrawing dialog. Even if this is checked, colors may not change as you expect. Bitmapped drawings in particular may not change color.

The rules are: All pens used follow the border style and color. Black fills follow the border color. Text color follows the border color. Non-black fills follow the Fill color. Transparent fills used by the drawing are left alone.

## Technical Support

SmartDraw Software Inc. provides technical support under the following terms and conditions:

### Registered Users

Up to 30 minutes of support is provided at no charge for the first 90 days following registration. Please have your registration number ready. This is shown clearly on your registration invoice, returned to you as part of the registered version.

After this date you may call with a credit card and obtain support at the rate of \$7.50 per 5 minutes. There is no charge for hold time, and no charge if the problem is identified as a "bug" in SmartDraw. Whether the problem qualifies as a bug is at the sole discretion of SmartDraw Software Inc.

If a user reports a bug that prevents proper use of the program during the first 90 days following registration, SmartDraw Software will either fix the bug, or offer a complete refund.

### Non Registered Users

You may call for technical support with a credit card and obtain support at the rate of \$7.50 per 5 minutes. There is no charge for hold time, and no charge if the problem is identified as a "bug" in SmartDraw. Whether the problem qualifies as a bug is at the sole discretion of SmartDraw Software Inc.

You may also register over the phone with a credit card and obtain technical support at no charge under the terms of Registered Users described above.

### Suggestions

We invite suggestions. There is never any charge for suggestions. Please contact us.

### Getting Support

The best way to do this is via electronic mail. Depending on how simple your problem is, you may get e-mail support with no charge. Our email address is:

**SmartDraw@AOL.COM**

E-mail from CompuServe, AOL, or the Internet should reach us at this address. You can also call us at **(619) 549 0314**.

When reporting a problem, please include the following information:

- 1) Your system configuration (version of Windows, printer, display type etc.)
- 2) A description of **how to reproduce** the problem.
- 3) A sample file that exhibits the problem (if possible).

See [Troubleshooting](#).



**ASP Ombudsman Statement**

SmartDraw Software Inc. has applied for membership in the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

## Importing Pictures

Pictures from other programs, saved as disk files, can be imported into **SmartDraw** drawings via the Import Dialog. The name of the file that contains the picture to be imported is selected using the dialog controls in the same way as the Open Dialog.

The **List Files of Type** control changes the file extension of the files shown in the **File Name** list. **SmartDraw** automatically detects the type of graphic file it is trying to import and the selection of the extension has no effect on the type of file that **SmartDraw** expects to find. There is only one choice of format for the regular version of **SmartDraw** which supports the import and export of files in only in the Windows Metafile format.

Once imported, pictures become Picture Objects and behave like rectangle shapes. Pictures from other programs can also be imported via the Paste command.

## Exporting

Drawings can be exported (saved) in standard Windows file formats via the Export Dialog. The name of the file to export to is specified using the dialog controls in the same way as the Save Dialog.

The **List Files of Type** control changes the format of the exported file. There is only one choice for the regular version of **SmartDraw** which supports the import and export of files only in Windows Metafile format

**SmartDraw** drawings can also be exported to other applications via the Copy command and OLE.

## SmartDrawing Libraries

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. **SmartDraw** comes with libraries for Flow Charts, Forms, Computer Networks as well as a standard library that contains geometric shapes. The registered version of **SmartDraw** has more SmartDrawing libraries.

### Opening a New Library

The most recently opened library is always re-opened when the SmartDrawing Window is shown. Its name is shown in the title bar of the window.

To select a different library, first open the SmartDrawing Window. This has its own menu bar. Select the **Open Library** command. This presents a standard Open File dialog listing any libraries with file extensions **.SDL**. Open the library file in the normal way. The SmartDrawing window will now show the contents of the library that you selected.

### Creating a New Library

You can create your own SmartDrawing Libraries. To do this select the **Create New Library** command in the menu in the SmartDrawings window. This presents a standard Save File dialog. Name the new library and Press OK. This creates an empty library with the name that you entered. The SmartDrawing window will now show this name and, because it is empty, shows no buttons. The next step is add your own drawings.

### Adding Drawings to a Library

SmartDrawings are Windows Metafiles. Before you can add a drawing to the currently open SmartDrawing library you must first load a metafile into the Windows clipboard.

Metafiles are placed on the clipboard when you use the **Copy** command under the Edit menu in **SmartDraw** and many other graphics programs. Generally small, simple line drawings make the best SmartDrawings. To add a drawing to the currently open library, copy it to the clipboard and then select the **Add New Drawing** command under the SmartDrawing menu. The Edit SmartDrawing dialog is presented. This shows the image that you copied in the Image window. Double-click on the green text above for more details.

### Editing an Existing SmartDrawing

To change the parameters (but not the picture) of an existing drawing, double click on its button, or select the button and then select the **Edit Drawing** command in the menu. This presents the Edit SmartDrawing dialog.

### Removing a Drawing from the Library

To remove a drawing from a library, click on its button and select the **Remove Drawing** command in the menu. To change the picture of a SmartDrawing, you must remove it and then add a new copy.

### Changing the Size of the Buttons

Each SmartDrawing in a library is shown on its own button in the SmartDrawing Window. For complex SmartDrawings, it is sometimes hard to recognize the image if the button is too small. You can overcome this by changing the size of the buttons using the three commands at the bottom of the SmartDrawing Menu: **Small Buttons**, **Medium Buttons**, and **Large Buttons**. Select the button size that best suits your library and display.

## SmartDrawings

SmartDrawings are pictures than can be added to **SmartDraw** drawings, just like any of the standard shapes on the toolbar.

### SmartDrawing Libraries

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. **SmartDraw** comes with libraries for Flow Charts, Forms and Computer Networks as well as a standard library that contains geometric shapes. The registered version of **SmartDraw** has more SmartDrawing libraries.

### SmartDrawing Window

SmartDrawings are displayed in the SmartDrawing Window. This may be shown or hidden using the **Show SmartDrawings** command under the View menu. 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.

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.

### Adding SmartDrawings to a drawing

Clicking on one of these buttons is the same as clicking on a shape button in the [Toolbar](#). Clicking and dragging, drags and drops a copy of the SmartDrawing shown on the button into the drawing. Clicking to select the button changes the cursor to a pencil and drawing with the pencil (by holding down the mouse and dragging) draws a new copy of the drawing.

See also: [SmartDrawing Libraries](#), [Creating and Editing SmartDrawings](#)

## Shapes

Shapes have the following properties, each of which has its own menu, or menu item under the Shapes menu. Changes made using the Shapes menu apply only to shapes that are selected.

### Fill Color

This determines the color inside the shape. This can be transparent, which means that the background of the drawing shows through. SmartDrawings that allow re-coloring, may also respond to fill color changes. The fill color changes any fills that are not black.

### Border Style

A shape may have a border around its 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 can also have no border. These are not visible unless their fill color differs from the background. Border-less shapes do not show shadows with all but drop shadow styles.

### Border Color

This determines the color of a shape's border. If the border has no border, selecting a color gives it one. SmartDrawings that re-color respond to border color changes by changing their appearance. The border color controls the color of any lines, borders, text or areas of black.

### Shape

The shape menu allows you to change the shape of any standard shape to any other. SmartDrawings, background text objects or pictures do not respond to this command.

### Text Sizing

Shapes may contain text. The details of text editing are described in Entering Text. Shapes grow as text is entered. The way the shape grows can be controlled using the Text Sizing command.

## **Lines**

Lines have the following properties, each of which has its own menu, or menu item under the Line menu. Changes made using the Line menu apply only to lines that are selected.

### **Line Types**

There are three classes of line: straight lines, segmented lines and curved lines. Each has its own button on the Toolbar.

Straight lines can have any direction. They snap to perfectly horizontal or vertical if drawn or grown in this direction.

Segmented lines are made up of 1 to 5 segments. These are usually used to Link shapes (or other lines) together. When linked to another object, the segment that touches the edge of the object is always perpendicular to the edge. Hence the segmented line changes its shape and number of segments to maintain this relationship with its linked objects. The best way to understand this is to experiment with it.

Curved lines are arcs if they are not linked to other objects. They become curved versions of the segmented lines when linked.

The shape of linked curves and segmented lines can be adjusted by clicking on the selection handles.

### **Line Style**

Lines can be dotted, dashed, or solid with several thicknesses.

### **Line Color**

Lines can have any of the colors on the Line Color menu

### **Arrows**

Lines may have the arrow styles shown on this menu.



## Picture Objects

When pictures from other programs are imported or pasted into **SmartDraw** they become **Picture Objects**. These can be thought of as rectangle shapes, initially with no border, with the picture inside.

Picture objects can be moved and arranged like any other object. Normally they may only be sized so as to maintain their proportions, however, if you hold down the **Shift** key while you drag with the mouse, you can size them to any proportion.

Unlike shapes, when you try to 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 Shape menu, but not fill colors.

## **View Menu**

### **Fit to Window**

Displays the whole drawing area in the window.

### **Fit to Page**

Displays the drawing scaled so that at least one page shows in the window.

### **50%**

Displays the drawing scaled to 50 % of its normal size.

### **75%**

Displays the drawing scaled to 75% of its normal size.

### **100%**

Displays the drawing at normal size.

### **150%**

Displays the drawing scaled to 150% of its normal size.

### **200%**

Displays the drawing scaled to 200% of its normal size.

### **Background Color**

Changes the color of the drawing background.

### **Show Toolbar**

Shows or hides the Toolbar.

### **Show Rulers**

Shows or hides the rulers along the edge of a drawing.

### **Show Coordinates**

Shows or hides the mouse coordinate display in the corner of the rulers.

### **Show SmartDrawings**

Shows or hides the SmartDrawing window.

## **Line Menu**

### **Style**

Controls the thickness and pattern of lines.

### **Color**

Controls the color of lines.

### **Arrowheads**

Controls whether lines show arrowheads at their ends.

## **Text Menu**

### **Typeface**

This presents the Font Dialog, for selecting the typeface of selected shapes and text.

### **Color**

Controls the color of selected text, or all text in selected shapes.

### **Alignment**

Controls the horizontal and vertical position of text inside a shape.

### **Rotation**

Allows background text objects to be rotated to vertical.

### **Insert Symbol**

Inserts a symbol into a text entry session.

### **Bold, Italic, Underline, Superscript, Subscript**

Changes the style of the text.

## **SmartDrawing Menu**

### **Open Library**

Opens a different SmartDrawing library in this window.

### **Create New Library**

Creates a new (empty) SmartDrawing library in this window.

### **Close Library**

Closes this SmartDrawing library and window.

### **Edit Drawing**

Presents the Edit SmartDrawing dialog for currently selected drawing.

### **Add New Drawing**

Allows the addition of any windows metafile currently on the clipboard to the library as a new SmartDrawing.

### **Remove Drawing**

Removes the currently selected SmartDrawing from the library.

### **Small Buttons, Medium Buttons and Large Buttons**

Controls the button size in the window.

## **Draw Menu**

### **Align**

Aligns selected objects with the target object.

### **Make Same Size**

Makes selected objects the same size as the target object.

### **Bring to Front**

Brings selected objects in front of un-selected objects.

### **Send to Back**

Sends selected objects behind un-selected objects.

### **Lock Object**

Locking prevents objects from being accidentally moved or edited. This command turns locking on and off.

### **Use Snaps**

Turns the snap mechanism on and off.

### **Allow Lines to Link**

Turns on and off the ability for lines to link to other objects.

### **Allow Shapes to Link.**

Turns on and off the ability for shapes to link to other objects.

## Welcome to SmartDraw!

## Software You Can Use!

**SmartDraw** is the easy-to-use program that lets anyone draw great looking flowcharts, diagrams and other business graphics. You don't have to be an artist to use **SmartDraw**.

**SmartDraw** automatically aligns shapes, lines and text. Its unique built-in library of design styles lets you pick professional looking color schemes, shadows, and textures for your drawings with the click of a mouse. Libraries of SmartDrawings provide an unlimited selection of clip-art, that you can edit or add to.

**SmartDraw** works as a stand alone program, and as part of the Microsoft Office, Lotus SmartSuite and programs that support Object Linking and Embedded (OLE). You can insert a **SmartDraw** drawing directly into Microsoft Word for Windows, using the Insert Object command.

The **Welcome Dialog** controls the following:



**To Start** lets you choose either to open a new drawing or go to the Open dialog when you press OK. You can change this setting permanently, (and stop showing the Welcome dialog) using the Options command under the **Edit Menu**. (You must create or open a drawing first).



If the **Beginning Users** box is checked, **SmartDraw** will pop-up beginning user messages the first time that you try something new, to help you understand how it works. These can be switched off at any time in any of the messages that pop-up. The appearance of beginning user messages can also be controlled from the Options Dialog.



**Tips** are helpful hints that bring some of the richer features of the program to your attention. You can browse through these using the **Next** and **Previous** buttons. The **Details** button presents a help screen describing the tip in more detail. You can look at the tips at any time using the **Tips** command under the **Help Menu**.

Unchecking the **Show Welcome Dialog** box will prevent the Welcome dialog from coming up the next time that you run the program. This can also be controlled from the Options dialog.

# **SmartDraw Software License Agreement**

## **Grant of License**

This SmartDraw license agreement grants you a non-exclusive right to load and use the SmartDraw Software Shareware Version 1.0 (the "Software") for a period of 30 days from the date that the software was first loaded on one or more computers. Once the 30 day period has expired, you (the licensee) agree to either purchase a permanent license to use the software, or to destroy the Software and all copies in your possession.

The software is "loaded" onto a computer when it is either copied to the permanent memory of the computer (the hard disk) or loaded into the temporary memory (RAM), such as when a computer runs the software from a network server, or a floppy disk.

## **Copyright**

The Software is owned by SmartDraw Software Inc. and is protected by United States copyright laws and international treaty provisions. You must treat the software like any other copyrighted material (for example, a book), except that you may make a copy for the purposes of loading it onto the hard disk of the computers that are licensed under this agreement.

## **Other Restrictions**

You may not transfer your rights under this agreement. You must not rent or lease this Software. You may not decompile or disassemble the Software. You may not distribute the Software as part of any of any other software, or collection of software without the agreement of SmartDraw Software Inc.

## **Distribution**

The shareware version of SmartDraw may be distributed only under the terms and conditions of the Distribution License shown in the file VENDOR.TXT.

## **LIMITED WARRANTY AND DISCLAIMER OF WARRANTY**

THIS SOFTWARE AND ACCOMPANYING WRITTEN MATERIALS (INCLUDING INSTRUCTIONS FOR USE) ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. FURTHER, SMARTDRAW SOFTWARE INC. DOES NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE USE, OR THE RESULTS OF USE, OF THE SOFTWARE OR WRITTEN MATERIALS IN TERMS OF CORRECTNESS, ACCURACY, RELIABILITY, CURRENTNESS, OR OTHERWISE. THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE SOFTWARE IS ASSUMED BY YOU.

IF THE SOFTWARE OR WRITTEN MATERIALS ARE DEFECTIVE YOU, AND NOT SMARTDRAW SOFTWARE INC. OR ITS DEALERS, DISTRIBUTORS, AGENTS, OR EMPLOYEES, ASSUME THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR, OR CORRECTION.

THE ABOVE IS THE ONLY WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, THAT IS MADE BY SMARTDRAW SOFTWARE INC., ON THIS SMARTDRAW SOFTWARE INC. PRODUCT. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY SMARTDRAW SOFTWARE INC., ITS DEALERS, DISTRIBUTORS, AGENTS OR EMPLOYEES SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF THIS WARRANTY AND YOU MAY NOT RELY ON ANY SUCH INFORMATION OR ADVICE. YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

NEITHER SMARTDRAW SOFTWARE INC. NOR ANYONE ELSE WHO HAS BEEN INVOLVED IN



THE CREATION, PRODUCTION OR DELIVERY OF THIS PRODUCT SHALL BE LIABLE FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL OR INCIDENTAL DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, AND THE LIKE) ARISING OUT OF THE USE OR INABILITY TO USE SUCH PRODUCT EVEN IF SMARTDRAW SOFTWARE INC. HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

## **Contents**

[Registering SmartDraw](#)

[Creating, Opening and Saving Files](#)

[Drawing Shapes and Lines \(Objects\)](#)

[Selecting Objects](#)

[Moving and Sizing Objects](#)

[Changing the Appearance of Shapes](#)

[Changing the Appearance of Lines](#)

[Adding Text](#)

[Arranging Objects on the Page](#)

[SmartDrawings](#)

[Linking Lines and Shapes](#)

[Changing the View](#)

[Importing From Other Programs](#)

[Exporting to Other Programs](#)

[Printing](#)

[Object Linking and Embedding \(OLE\)](#)

[Summary of Menu Commands](#)

[Troubleshooting](#)

[Technical Support](#)

## How to Register SmartDraw

Here are five great reasons why you should register **SmartDraw**.

### 1) It's the right thing to do.

Shareware is not free but it comes with the ultimate money back guarantee: If you don't like it AND DON'T USE IT, don't pay for it. However, if you do use it you should pay for it, otherwise there wouldn't be any shareware.

### 2) Not registering is against the law

If you use **SmartDraw** for more than 30 days after you install it, and you have not registered it, you are in violation of your license agreement. If you are using it on more computers than you have licenses for, you are also in violation of the law. Why put your self and your company at risk for a few dollars?

### 3) Get many more SmartDrawings and templates

The registered version of SmartDraw comes with **more than 100 additional SmartDrawings** and Templates. The additional SmartDrawing libraries contain gorgeous full color clip-art and include: Holidays, Business, Presentations, Block Diagrams and Things.

### 4) Get a printed manual

Registered **SmartDraw** comes with its own bound and printed manual, with index and table of contents.

### 5) Notification of updates and add-ons

Once you are registered you will be notified automatically of future updates, more SmartDrawing libraries and other goodies.

### 6) Technical support

Get 90 days of free support.

## Registering Is Easy

Just print out the order form, using the **Print Order Form** command under the File menu. Or call SmartDraw Software Inc. at (619) 549 0314. The cost is just \$35 for a single user license. The order form contains all the details.

