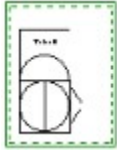


## Edit

The commands on the *Edit* menu allow you to modify existing elements in the drawing. Choose the *File/Open* command and select the file *tutor8.gcl*.

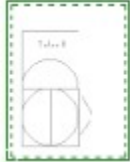
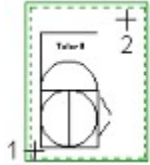


Click on the *Edit* menu to pull it down. The commands *Cut* through *List* are grayed out and unselectable. These commands operate on the current selection. Therefore, you must select some elements before these commands can be used.

Next page >>

## Edit

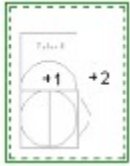
Move the arrow cursor to position 1 in the first figure below and click and drag the mouse pointer to position 2. The elements in the drawing will be selected and drawn in the select color (light gray), as in the second figure below.



Next page >>

## Edit

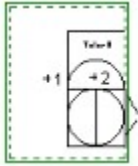
Choose the *Edit/Cut* command. The prompt area will display: *Select cut reference point*. Move the mouse cursor to position 1 in the figure below and click the left mouse button. The selected elements will be erased and placed in the clipboard.



Next page >>


## Edit

Choose the *Edit/Paste* command and select position 2 for the paste alignment point. The elements you cut in the first step are pasted and redrawn as in the figure below. Note, the cut reference point is lined up with the paste alignment point. This is how you move elements around in the drawing area. You can paste more than one copy of the elements. The program is still prompting you for a paste alignment point. Pick position 1 and another copy of the elements is placed in the drawing.



Next page >>

## Edit

Choose the *Edit/Undo* command from the menu or click on the undo button  on the command tool bar. The second copy of the drawing elements is removed, undoing the second paste command. Choose *Edit/Undo* again and the first paste command is undone leaving a blank drawing. Choose *Undo* a third time and the cut command is undone and the original drawing elements are displayed. The undo command on the menu and the undo button are gray, meaning nothing else can be undone.

Next page >>


## Edit

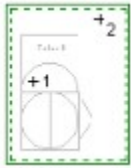
The undo command undoes *Edit* and *Draw* commands. Each time you select the undo command, the program undoes a command. The commands are undone in the reverse order you issued them, until all commands have been undone. If all commands have been undone, the *Undo* command and tool bar button are grayed and unselectable.

The *Edit/Copy* command copies the drawing elements to the clipboard like the *Cut* command but it does not delete the original elements. It is used to make copies of drawing elements.

Next page >>

## Edit

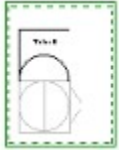
Select all of the elements in the drawing again, as you did in the first part of this tutorial (move the mouse cursor to one corner of the drawing and click and drag it to the other). Now, choose the *Edit/Select/Remove* command or click on the remove  button on the command tool bar. Click and drag the cursor from position 1 to position 2 in the figure below.




Next page >>

## Edit

The elements which crossed the selected area are removed from the selection. Click on the remove tool bar button again to unpress it and go back to normal selection mode.



The *Edit/Select/Add* command and its corresponding tool bar button  allows you to add elements to the current selection, in the same way we removed them in the previous step.

Next page >>



## Edit

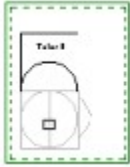
The program is always in either add, remove or new selection mode. When the program is in add mode, the add tool bar button is pressed and there is a check mark next to *Add* on the *Edit/Select* menu. When the program is in remove mode, the remove tool bar button is pressed and *Remove* on the *Edit/Select* menu is checked. When neither add nor remove is checked / pressed, the program is in new mode. Choosing the add or remove command again, changes its state (i.e. turns it off if it is on and on if it is off). Add and remove cannot both be on at the same time.

Next page >>

## Edit

Choose the *Edit/Rotate* command. The prompt area displays: *Select rotation reference point.*

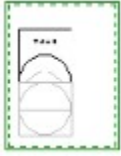
Click on the *Midpoint* element snap button  and move the box cursor over the line in the center of the circle, as in the figure below. Click the left mouse button.



Next page >>

## Edit

Enter "90" for the rotation angle in the dialog box which appears. The rotation angle is in degrees counterclockwise. The drawing will then look like the figure below.



Next page >>

## Edit

Choose the *Edit/Scale* command. Pick the same point for the scale reference point as you did for the rotation reference point (the midpoint of the line inside the circle). Enter a scale factor of "0.5" in the scale factor dialog. The drawing will now look like the figure below.



Choose the *Edit/Delete* command. The selected elements are deleted from the drawing. Choose the *Edit/Undo* command to bring them back.

Next page >>

## Edit

Choose the *Edit/Change* command. This command is used to change the properties associated with each selected element. After choosing the *Change* command, a dialog is displayed which allows you to specify which property to change. Click on the *Line Color* radio button and click on the *OK* button. The color dialog is displayed. Click on the red rectangle and click on *OK*. You cannot see the effect of this command until you unselect the drawing elements. Choose the *Edit/Select/Clear* command to see the color change.

Next page >>

## Edit

The other change options function in the same way. The second dialog which is displayed after the change dialog is the same dialog used to set the original properties of the drawing elements. See the *Properties* tutorial for more information.

Next page >>

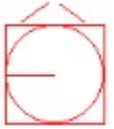
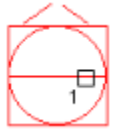
## Edit

Select all the elements in the drawing. Choose the *Edit/List* command. A dialog is displayed which lists the properties of the first element in the drawing. This is how you determine what properties are set for an element. For example, if you want to find out what font a text string uses or you want to determine the coordinates of a line. Click on *OK*. The properties of the next element are listed. Click on *Cancel* to end this command. Choose *Edit/Select/Clear* to clear the selection.

Next page >>

## Edit

Click on the *Edit/Break end* command on the menu. The prompt area displays: *Select end of line or arc to break*. Move the box cursor to position 1 in the first drawing below. Click the left mouse button to select the line. The prompt area then displays: *Select break point*. Choose the *Midpoint* element snap and select position 1 again. The right half of the line is deleted, as in the second figure.

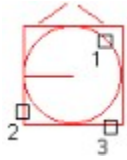


Next page >>



## Edit

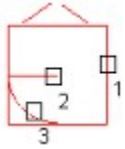
Choose the *Edit/Break middle* command. The prompt displays: *Select a line, arc or circle to break*. Pick position 1 in the first figure below. The prompt will display: *Select first break point*. Set the *Midpoint* element snap mode and pick position 2. The prompt area now displays: *Select second break point*. Pick position 3 using the *Midpoint* element snap. The circle will be broken, as in the second figure below.



Next page >>

## Edit

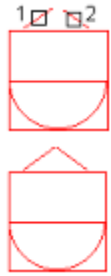
Next we will look at the *Edit/Extend* command. Choose this command and the program prompts you for the boundary for the extend. This is the drawing element to which other drawing elements will be extended. Select position 1 in the drawing below. The prompt now changes to: *Select line or arc to extend to the input boundary*. Pick positions 2 and 3. The line and arc are extended to the boundary line. The drawing now looks like the second figure.



Next page >>

## Edit

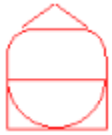
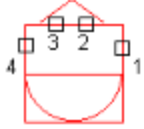
Choose the *Edit/Fillet* command. Click on *OK* to accept the default fillet radius of 0. Select positions 1 and 2 in the first figure below. Filleting 2 lines with a radius of 0 extends the lines so they meet each other, as in the second figure.



Next page >>

## Edit

Choose the *Edit/Fillet* command again and enter "0.5" for the desired radius in the fillet dialog. The program prompts you to pick 2 lines to fillet. Select positions 1 and 2 in the first figure below and the top-right corner is filleted. Pick positions 3 and 4 to fillet the top-left corner. The drawing should now look like the second figure below.



Next page >>

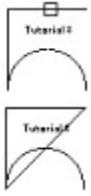
## Edit

The *Edit/Change text* command is used to change existing text strings. Choose this command and move the box cursor over the text *Tutor 8* at the top of the drawing. Click the left mouse button and enter "Tutorial 8" in the dialog which is displayed. The text is changed from *Tutor 8* to *Tutorial 8*.

Next page >>

## Edit

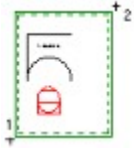
Choose the *Edit/Open/Close a polyline* command and move the box cursor over the polyline, as in the first figure below. Click the left mouse button and the polyline is closed. Click it again in the same position and the polyline is returned to its original state, open.



Next page >>

## Edit

The last command we will look at on the *Edit* menu is the *Copy bitmap* command. This command copies a rectangular area to the Windows clipboard as a bitmap. You can then paste this bitmap into any other Windows program which supports pasting bitmaps. Choose the *Edit/Copy bitmap* command. Pick the first point at the lower-left corner of the page and the second point at the top-right corner of the page, as in the figure below.



Next page >>

## Edit

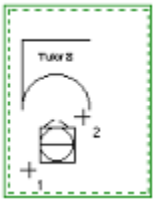
Now bring up *Program Manager* and select the *Write* application in the *Accessories* group. Choose the *Edit/Paste* command. The GammaCAD drawing is placed in the Write document as a bitmap. Choose *File/Exit* to exit Write and click on the *No* button to exit without saving.

This ends this tutorial.



## Edit

Click and drag the cursor from position 1 to 2 (in the figure below) to reselect the drawing elements.



Next page >>



