



Quick Start

Use GraphicsPlus to create graphical elements that add impact to your ideas. Put a [GraphicsPlus object](#) in a document, or save a GIF file you can add to a Web page.

To add a GraphicsPlus object to a document:

- 1 With the [host document](#) open, open the [Gallery](#), if necessary, by double-clicking the GraphicsPlus icon in the status area of the taskbar 
- 2 Drag a [layout](#) from the Gallery to the spot in the document where you want the object.
- 3 Click **Close** to remove the tip.
- 4 Double-click the object to activate it.
- 5 Replace the [placeholder text](#) with your own text.
- 6 If you want, change the [design](#) or [color scheme](#) of the object and enhance it using the other features of GraphicsPlus.
- 7 Click outside the GraphicsPlus object when you finish.

To create a GIF file using GraphicsPlus:

- 1 At the Desktop, open the Gallery by double-clicking the GraphicsPlus icon in the status area of the taskbar 
- 2 Double-click a layout.
- 3 In the [GraphicsPlus window](#), replace the placeholder text with your own text.
- 4 If you want, change the design or color scheme and enhance the look using the other features of GraphicsPlus.
- 5 Click **Save as GIF** on the File menu.

Notes

- n You can add GraphicsPlus objects to documents created with OLE2-compliant container applications. Experiment with the programs available to you to determine the best way to add GraphicsPlus objects. If dragging a GraphicsPlus [layout](#) or [stamp](#) into the host document doesn't work well, try inserting the GraphicsPlus object by using **Object** on the other program's Insert menu.
- n When you double-click a layout at the desktop to open the GraphicsPlus window for creating a GIF file, make sure no other GraphicsPlus object is active.

Related Topics

[Working with the Gallery](#)

[Replacing Placeholder Text](#)

[Working with a GraphicsPlus Object](#)

[Using Layouts, Designs, Color Schemes, Stamps, and Textures](#)

[Creating an Object or a File](#)

Intelligent Formatting



Intelligent Formatting in GraphicsPlus handles design details for you. It arranges elements on the Intelligent layer according to the layout and design you choose. It manages color coordination, overall size, and proportions. It selects a font size for text based on the number and size of elements in the GraphicsPlus object. It adjusts the size of elements when you make changes, so everything always fits and looks balanced.

To maintain an attractive appearance when you make changes, GraphicsPlus uses regions on the Intelligent layer to position elements. Intelligent Formatting controls the placement of text and picture elements, but you can move them from one region to another.

If you want precise control of the placement of pictures, move them from the Intelligent layer to the Background layer or Foreground layer. Elements on the Intelligent layer appear on top of pictures on the Background layer and beneath pictures on the Foreground layer.

Note

- n To see the regions, select an element on the Intelligent layer and start to move it. If you select a text element, GraphicsPlus displays drop targets for text. If you select a picture, you see drop targets for pictures.

Related Topics

[Layouts, Designs, Color Schemes, Stamps, and Textures](#)

[Moving or Copying Text](#)

[Moving or Copying a Picture](#)

Layouts, Designs, Color Schemes, Stamps, and Textures



The Layouts tab shows the different ways GraphicsPlus can present your information. Layouts are based on familiar business idioms; choose the one that best communicates your message. For example, choose the Flow layout to show a sequence, or choose a Quadrant layout to compare products on two dimensions.



The Designs tab shows different arrangements of the elements in a layout, plus background elements that add visual interest and style. Choose a design that's right for your audience and the tone of your message. For example, choose Boardroom for a conservative impression or Notepad for an informal effect.



The Color Schemes tab shows alternative color combinations for elements in a GraphicsPlus object. The color scheme determines the color of each element; the colors are coordinated to work together. Choose a color scheme you like that's appropriate for your distribution strategy. For example, choose a monochrome color scheme if you're printing on a black and white printer.

The combinations of layouts, designs, and color schemes in GraphicsPlus are nearly limitless, allowing you to avoid monotony and achieve just the right effect for each communication.

You can add stamps and textures to a GraphicsPlus object to further increase its impact and visual appeal.



The Stamps tab shows a collection of foreground elements that combine text with a visual to send a particular message. For example, add a light bulb to identify a new idea.



The Textures tab shows a collection of effects you can add to the background of a GraphicsPlus object or to certain elements within it. For example, show boxed text on a background of pebbles or satin.

Related Topics

[Using the Tabs](#)

[Using Layouts, Designs, Color Schemes, Stamps, and Textures](#)

Opening, Moving, Resizing, and Closing

You can open the GraphicsPlus [Gallery](#) from the Start menu or by double-clicking the [GraphicsPlus icon](#) in the status area of the taskbar.

When the Gallery is not maximized, it floats on your desktop. You can move the Gallery by dragging its title bar.

The width of the Gallery is fixed, but you can make it taller or shorter by dragging the top or bottom of its window. When maximized, the Gallery is as tall as your screen and appears at the right of your desktop.

The Gallery remains on top of other windows unless you change this preference.

Click the Close button to quit GraphicsPlus.

Related Topic

[Setting Preferences](#)

Using the Tabs

n Click a tab to see its contents.

Click: **To see the:**



Layouts



Designs



Color Schemes



Stamps



Textures

Related Topic

[Layouts, Designs, Color Schemes, Stamps, and Textures](#)

Using the Gallery Buttons

Use the buttons at the bottom of the [Gallery](#) to change the appearance of the current [GraphicsPlus object](#). The first row contains general purpose buttons.

Click: **To:**



See [invitations](#) for adding text [elements](#)



Make the selected element and other elements like it bigger



Make the selected element and other elements like it smaller



Cycle through a set of [styles](#)



Cycle through a set of styles



Cycle through a set of styles



Restore the selected element to its default size and style

Note

- n The buttons in the second row depend on the current [layout](#) and selection. To learn more about them, see the [help](#) for the current type of layout.

Related Topics

[Working with Text in a GraphicsPlus Object](#)



[Changing Style](#)

[Working with Layouts](#)

Creating an Object

You can create a [GraphicsPlus object](#) by dragging any [layout](#) from the [Gallery](#) to a [host document](#).

To create a GraphicsPlus object:

- 1 If necessary, start GraphicsPlus to display the Gallery. Double-click the GraphicsPlus icon in the status area of the taskbar 
- 2 If the Layouts tab in the Gallery isn't on top, click 
- 3 Drag a layout from the Gallery to the place in the host document where you want the GraphicsPlus object to appear.
GraphicsPlus begins creating the object when you release the mouse button. The layout name flashes as the object is created.
- 4 Click **Close** to remove the tip.
- 5 Double-click the object to activate it.
- 6 Replace the [placeholder text](#) with your own text.
- 7 If you want, change the [design](#) or [color scheme](#) of the object and enhance it using the other features of GraphicsPlus.
- 8 Click outside the GraphicsPlus object when you finish.

Notes

- n A host document can include more than one GraphicsPlus object, but a GraphicsPlus object can't span pages in the document.
- n Dropping a layout onto an active GraphicsPlus object replaces all text in the object with the placeholder text for the new layout. Click **Undo** on the Edit menu of GraphicsPlus to restore the previous layout and text.

Related Topics

[Working with the Gallery](#)


[Replacing Placeholder Text](#)

[Working with a GraphicsPlus Object](#)

[Using Layouts, Designs, Color Schemes, Stamps, and Textures](#)

Creating a GIF File

You can use GraphicsPlus to create a GIF file that you can add to a Web page. Before you begin, make sure no other GraphicsPlus object is active.

- 1 At the Desktop, open the Gallery by double-clicking the GraphicsPlus icon in the status area of the taskbar 
- 2 Double-click a layout.
- 3 In the GraphicsPlus window, replace the placeholder text with your own text.
- 4 If you want, change the design or color scheme and enhance the look using the other features of GraphicsPlus.
- 5 Click **Save as GIF** on the File menu.

Notes

- n To edit the GIF file, use an application that edits pictures saved in GIF format.
- n To make the GIF file appear larger or smaller in the Web page, resize the GraphicsPlus object in its window and save the file again. If necessary, make the window larger before resizing the object. The size of the object is displayed in pixels at the lower-right of the window. The first number is the width of the object; the second number is the object's height.
- n In the GraphicsPlus window, you can print a GraphicsPlus object before saving it as a GIF file.
- n You can also save the object as a GraphicsPlus file. To open the file later, use the **Open** command on the File menu in the GraphicsPlus window. To open the GraphicsPlus window, complete steps one and two of this procedure.

Related Topics

[Working with the Gallery](#)

[Replacing Placeholder Text](#)

[Working with a GraphicsPlus Object](#)

[Using Layouts, Designs, Color Schemes, Stamps, and Textures](#)

Creating an Object or a File

Click the topic you want help on.

- n [Creating an Object](#)
- n [Creating a GIF File](#)

Investigating the Layouts

GraphicsPlus includes a great variety of layouts, which are organized in categories for quick access. Some layouts provide additional alternatives as variations. This topic gives suggestions for:

- n Deciding which layout to choose
- n Navigating between layout categories
- n Displaying layout variations


To read about the purpose of specific layouts:

1 Drag a layout into the host document to create a new GraphicsPlus object. Double-click the new object to activate it.

2 Click 

3 If Transparent is the current design, click another design to see additional placeholder text in the object.

4 Read, but don't change, the placeholder text.


5 To see the purpose of another layout, click 

6 Click the layout you're interested in and read its placeholder text.

To navigate quickly between categories in the Gallery:

- n To hide the layouts and display only the category headings, click a category heading.
- n To see all the layouts when the categories are collapsed, click any category heading.

To display layout variations:

n Click the small triangle to the right of a layout to see its variations. 

n To close the variations, click the small triangle again. You can also close variations by clicking the variation heading, clicking one of the small circles to the right of the variations, or displaying the variations of another layout.

Note

- n If you choose a variation and then close the variations for the layout, GraphicsPlus substitutes your chosen variation for the layout. For example, display the variations for the Pie layout, click 3-D, and then close the Pie variations. The picture of the 3-D pie replaces the picture of the basic pie; when you choose the Pie layout, GraphicsPlus uses the 3-D variation instead of the basic pie.

Related Topic

[Changing an Object's Layout, Design, or Color Scheme](#)

Choosing a Design

GraphicsPlus objects can be transparent or opaque. An object with the Transparent design merges into the host document. When inactive and not selected, it has a transparent background and no border. GraphicsPlus objects with other designs have a visible border and background.

The default design of a GraphicsPlus object is Boardroom. Of course, you can change the design after you create an object. Choose a design that's appropriate for your audience and the tone of your message.

Note

- n By default, GraphicsPlus objects created with a Transparent design do not have a title or subtitle. You can add these elements using the **Text** command on the Insert menu of GraphicsPlus.

Related Topics

[Adding Texture](#)

[Changing an Object's Layout, Design, or Color Scheme](#)

Choosing a Color Scheme

GraphicsPlus provides three types of color schemes: monochrome, light background, and dark background. You can easily identify the colors used in a particular scheme by looking at the picture to the left of the color scheme's name in the Gallery. The color of the palette is the background color.

Keep these points in mind when you choose a color scheme:

- n **Black and white printing:** Use a monochrome color scheme if you'll be printing a document that contains a GraphicsPlus object on a printer that doesn't support color.
- n **Avoiding curl and bleed:** Some printers jam from curled paper; others use ink that bleeds through the paper. If you've experienced these problems with your color printer, choose a light background for GraphicsPlus objects.
- n **Recording on film:** If you're creating slides that include GraphicsPlus objects, remember that text on a light background is harder to read when projected. Use a color scheme with a dark background for the object.

Notes

- n The default color scheme is USA. You can easily change a GraphicsPlus object's color scheme.
- n If a GraphicsPlus object has the Transparent design, its Background layer is the same color as the background of the host document. The color of text that sits directly on the background is not controlled by the current color scheme. To be readable, text is black on a light background and white on a dark background.

Related Topic


[Changing an Object's Layout, Design, or Color Scheme](#)

Adding Stamps

Stamps can add pizzazz to a document. This topic gives suggestions for:

- n Creating a stamp
- n Resizing and moving a stamp
- n Changing an existing stamp into another stamp

To create a stamp:

- 1 If the Stamps tab isn't on top, click 
- 2 Drag a stamp from the Gallery into a GraphicsPlus object, or a host document.
- 3 Type your text, replacing the placeholder text.
- 4 When you finish typing, click outside the stamp.

To resize a stamp:

- 1 If the stamp isn't selected, click it anywhere except on its text.
- 2 Drag a handle to change the stamp's size.

To move a stamp:

- 1 If the stamp isn't selected, click it anywhere except on its text.
- 2 Drag the stamp to the new location.

To change a stamp to another stamp:

- 1 If the stamp isn't selected, click it.
- 2 Click the stamp you want to change to in the Gallery.

Notes

- n When you add a stamp to a GraphicsPlus object, the stamp appears on the Foreground layer at the location where it was dropped.
- n If you drop a stamp directly into a host document, GraphicsPlus creates a new object that contains only the stamp. You can change this object's design, color scheme, or texture.
- n Immediately after they're added to a host document, several stamps have no placeholder text. You can add text to these stamps.
- n To add text with no background to a GraphicsPlus object in a position that is not supported by Intelligent Formatting, use the Plain Text stamp.

- n To return to the stamp's original size, select the stamp if necessary by clicking it, and then click 

- n Make sure a GraphicsPlus object that contains only a stamp is active before attempting to change it. Double-click the stamp to activate it, if necessary.


Related Topics

Intelligent Formatting

Replacing Placeholder Text

Adding Texture

To add texture to the background of a GraphicsPlus object:

1 If the Textures tab isn't on top, click 

2 Click a texture.

To add texture to the background and all elements that accept texture:

n Hold down the CTRL key when you click a texture.

Notes

- n You can also add texture to the elements that accept texture and not to the background. Elements that accept texture include, for example, tables, positions in an Org Chart, satellites in an Orbit layout, or the boxes around text in some designs. Drag a texture and drop it on the element. If you drop a texture on a boxed point, GraphicsPlus adds texture to all the points at that level.
- n To remove a texture, use the Clear texture.
- n Chart elements (for example, bars, pie slices, and areas) do not accept texture.
- n GraphicsPlus objects with the Transparent design don't display texture in their background. Clicking a texture in the Gallery when one of these objects is active adds texture to any elements in the object that accept texture.
- n If you change designs after adding a texture to the box around text, you won't see the texture if the text isn't boxed in the new design. The texture reappears if you switch to a design with boxed text.

Setting Preferences

- 1 Click the title bar of the Gallery with the right mouse button.
- 2 Click **Customize**.
- 3 Change the settings to match your preferences.

Click:	To:
Show ToolTips	Display or hide ToolTips when the pointer is on a button or tab in the Gallery and the Gallery is active
Always on Top	Float the Gallery on top of or behind other windows
Always Run Editor	When you double-click the <u>GraphicsPlus icon</u> , display the <u>GraphicsPlus window</u> and Gallery, or only the Gallery.
A Color button	Turn <u>dithering</u> on or off

Notes

- n Have **Always Run Editor** unchecked if you usually create GraphicsPlus objects in host documents.
- n Dithering is off by default so that GraphicsPlus objects look as good as possible when they're printed.

On a system with a display set for 256 colors or less, dithering can improve the onscreen appearance of an inactive GraphicsPlus object. Without dithering, bands can appear in gradients and textures. To prevent this banding, you can set GraphicsPlus to dither colors on these systems. If you turn dithering on, be sure to turn it off and remove dithering from any GraphicsPlus objects before printing them.

If it's turned on, dithering occurs when you de-activate a GraphicsPlus object. To remove dithering from existing objects after you turn dithering off, activate (if necessary) and de-activate each object. To de-activate a GraphicsPlus object, click on the host document outside the object.

Related Topic

[Activating a GraphicsPlus Object](#)

Working with the Gallery

Click the topic you want help on.

- n [Opening, Moving, Resizing, and Closing](#)
- n [Using the Tabs](#)
- n [Using the Gallery Buttons](#)

Using Layouts, Designs, Color Schemes, Stamps, and Textures

Click the topic you want help on.

- n [Investigating the Layouts](#)
- n [Choosing a Design](#)
- n [Choosing a Color Scheme](#)
- n [Adding Stamps](#)
- n [Adding Texture](#)

Adding Puzzle Pieces

- 1 Click the text of an existing puzzle piece.
- 2 Press ENTER.
- 3 Type the text for the new piece.
- 4 Click the background of the GraphicsPlus object when you finish typing.
- 5 Drag the new piece into position.

Notes

- n To move a piece, select it, if necessary, by clicking anywhere except on its text. Then, drag the selected piece to another location.
- n To change the size or shape of a piece, select it if necessary, and then drag a handle on its bounding outline.
- n Puzzle pieces are intended to represent related, but independent concepts; they don't fit together. If you want to show interlocking puzzle pieces, use the Puzzle layout.

Changing Ratings

- n Click the cell with the rating you want to change.

Note

- n For the Circles and Diamonds layouts, click the cell repeatedly to cycle through the rating alternatives.

For: **Click to see:**

Circles No circle, empty circle, half-filled circle, filled circle

Diamonds Zero to four diamonds

Editing a Quadrant Layout

To move an entry:

- n Drag the entry to the new position.

To change the size or shape of a region:

- n Click the region if it's not selected, and drag a handle on its bounding outline.

To remove an axis from a layout with one quadrant:

- n Delete all axis labels.

Notes

- n If entries overlap, you can change their order. Click an entry to select it and then:

Click: **To move the entry toward the:**



Top of the stack of entries



Bottom of the stack

- n If you remove the labels, GraphicsPlus maintains the axes of layouts with four quadrants.
- n To restore an axis you removed, click the Insert button in the Gallery and type a label at the appropriate invitation.

Editing Data in a Stock Arrows Layout

- 1 Click the value you want to change.
- 2 Make changes in the edit box.
- 3 Click the background of the GraphicsPlus object when you finish editing the data.

Note

- n To add a note to the right of a stock arrow, click the stock's name. Then, click the Insert button and type the note at the sub-point invitation. Click the background of the GraphicsPlus object when you finish typing.

Editing Data in a Stock Table


- 1 Click the cell you want to change.
- 2 Make changes in the edit box.
- 3 Click the background of the GraphicsPlus object when you finish editing.

Note


- n To change the value in a Volume cell, click the cell, type the new value, and click the background.

Adding a Row or Column to a Table

To add a row to a table:

- 1 Click a cell in the row below where you want the new row.
- 2 Click 
- 3 Click the invitation for a new row.
- 4 Type your text or data, replacing the placeholder text.
- 5 Press the RIGHT ARROW key and type the contents for the next cell.
- 6 Continue pressing the RIGHT ARROW key and typing until the row is complete.
- 7 Click the background of the GraphicsPlus object when you finish typing.

To add a column to a table:

- 1 Click a cell in the column to the right of where you want the new column.
- 2 Click 
- 3 Click the invitation for a new column.
- 4 Type your text or data, replacing the placeholder text.
- 5 Press the DOWN ARROW key and type the contents for the next cell.
- 6 Continue pressing the DOWN ARROW key and typing until the column is complete.
- 7 Click the background of the GraphicsPlus object when you finish typing.

Notes

- n To add a row after the last row, click in the first cell of the last row and press ENTER.
- n To add a column after the last column, click in the first cell of the last column and press ENTER.
- n To delete a row or column, select the text or data in the first cell of the row or column and press DEL.

Transposing a Table


- n Click 

Note


- n Clicking the Flip button swaps rows and columns in the table.

Reviewing or Adding Chart Data

To review chart data:

- 1 Click 
- 2 Click the Show Chart as Table button again when you finish examining the data.

To add data to a chart:

- 1 Click 
- 2 Add a row or column to the table, as appropriate.
- 3 Click the Show Chart as Table button again when you finish adding the data.

Note

- n You can also add data directly to the chart by clicking a chart element and then pressing ENTER.

Related Topics

[Adding a Row or Column to a Table](#)

[Editing Data Values and Labels](#)

[Changing the Display of Data Values](#)

Editing Data Values and Labels

- 1 Click the value or label you want to change.
- 2 Type your change.
- 3 Click the background of the GraphicsPlus object when you finish typing.

Note

- n If you want to make many changes, it may be easier to switch to a table layout before editing.

Related Topics

[Reviewing or Adding Chart Data](#)

[Changing the Display of Data Values](#)

Changing the Display of Data Values

- n Click the Values button.

Notes

- n The appearance and action of the Values button depend on the type of chart.

Click: **To:**



Show or hide data values for Bar, Column, Line, and Area charts



Cycle through the alternatives for Proportional Bar and Column charts, Pie charts, and Pyramid charts. You see values only, both values and percentages, percentages only, or neither values or percentages

- n Click the Values button repeatedly to see the alternatives.

Related Topics

[Editing Data Values and Labels](#)

[Reviewing or Adding Chart Data](#)

[Changing Style](#)

Showing or Hiding a Legend

- n Click 

Notes

- n Pie and Pyramid charts don't have legends.
- n Click the legend title region to add a legend title. Click the title to edit it.

Rotating a Chart

- n Click 

Notes

- n Click the Rotate button repeatedly to cycle through different rotation angles.
- n You can rotate Pie charts and the 3-D varieties of Bar, Column, Line, and Pyramid charts.

Separating a Pie Slice

1 Click the slice you want to separate.

2 Click 

Notes

- n Repeat these steps to return the slice to the pie.
- n The Slice button is not available for separated variations of the Pie layout.

Transposing the Axes of a Bar or Column Chart

- n Click 

Note

- n Clicking the Flip button swaps the dimension shown in the chart's legend for the dimension shown on the non-numeric axis.

Checking Off Items on a To Do List

- n Click the box in front of the item. Click again to remove the check mark.

Changing the Day, Week, or Month

- 1 Click the element you want to change.
- 2 Make changes in the edit box.
- 3 Click the background of the GraphicsPlus object when you finish editing.

Notes

- n To change a time period in the Agenda layout, click it and type your change.
- n You can set any date in the Week layout. GraphicsPlus displays the dates for the Sunday and Saturday of the appropriate week.
- n In the Day, Week, Month, or Month Overview layout, you can quickly change to the previous or next day, week, or month:

Click: **For the:**



Previous day, week, or month



Next day, week, or month

- n GraphicsPlus uses the Regional Settings from the Windows Control Panel for displaying dates. Use the Control Panel to change date format.

Highlighting a Date in a Month

To highlight a date in the Month layout:

- 1 Click below the number of the date you want to highlight.
If the date has an appointment, click the appointment.

- 2 Click 

To highlight a date in the Month Overview layout:

- n Click the date you want to highlight.

Notes

- n You can highlight more than one date.
- n To remove a highlight, repeat the steps for adding the highlight.

Enhancing a Time Line Layout

To change the appearance of the bar below the events:

- n Click 

To add glyphs to the events:

- 1 Click an event.

- 2 Click 

Note

- n Glyphs appear to the left of the event names.

Editing a Gantt Chart Layout

To change the starting date or duration of a task:

- 1 Click the task with the right mouse button.
- 2 Click **Start and Duration**.
- 3 Make changes in the edit box.
- 4 Click **OK**.

To add a task:

- 1 Click the name of the task that's above the position where you want the new task.
- 2 Press ENTER.
- 3 Type a name for the new task.
- 4 Press TAB.
- 5 Make changes in the edit box.
- 6 Click the background of the GraphicsPlus object when you finish editing.


To display a milestone:

- n Click a task's duration and set it to zero.

To change the appearance of the bar containing the dates:

- n Click 

To change the appearance of the duration bars:

- 1 Make sure you have not clicked a duration bar.
- 2 Click 

To add glyphs to the events:

- 1 Click an event.
- 2 Click 

Notes

- n To change the starting date of the chart, change the starting date of the first task. You can set any date as the starting date. GraphicsPlus calculates the end date based on the duration of the tasks.
- n Milestones appear as a diamonds.
- n Clicking the Style button changes the glyph when the insertion point is in a task or a task's name is selected.

Related Topic

[Moving or Copying Text](#)

Saving a Custom Layout

- 1 Create a [GraphicsPlus object](#) that has the [layout](#) you want as the basis for the custom layout.
- 2 Change the [design](#) and [color scheme](#) of this object, if you want.
- 3 Add to the object any [stamps](#), [textures](#), [pictures](#), or text you want to appear in the custom layout.
- 4 Click the GraphicsPlus object with the right mouse button.
- 5 Click **Add to Custom**.
- 6 Type a name for the custom layout and click **Add**.

Notes

- n The new custom layout appears in the Custom category in the Gallery's Layouts tab. GraphicsPlus creates this category when you save the first custom layout; it removes the category if you delete the last custom layout.
- n To maintain an attractive look for the list of layouts in the Gallery, type a short name for a custom layout (under about 20 characters).
- n To delete a custom layout, click the layout's name with the right mouse button and then click **Delete**.
- n GraphicsPlus saves a custom layout in a file in the Custom subfolder of the folder where you installed GraphicsPlus. You can rename a custom layout by changing the name of its file. If you rename a custom layout file, keep the name short, and don't change the number or filename extension.

Related Topics

[Creating an Object](#)

[Working with a GraphicsPlus Object](#)

Working with Layouts

Click the topic you want help on.

Relationships

- n [Adding Puzzle Pieces](#)

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- n [Editing Data in a Stock Arrows Layout](#)
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- n [Enhancing a Time Line Layout](#)
- n [Editing a Gantt Chart Layout](#)

Custom

- n [Saving a Custom Layout](#)

Activating a GraphicsPlus Object

- n Double-click a GraphicsPlus object in the host document to make changes to the object.

Notes

- n When a GraphicsPlus object is active, its border in the host document is wider, and its menus replace many of the host application's menus.
- n Most other GraphicsPlus help topics begin with the assumption that the GraphicsPlus object is active.

Related Topic

Changing an Object's Layout, Design, or Color Scheme

Changing an Object's Layout, Design, or Color Scheme

- 1 Double-click the [GraphicsPlus object](#) to activate it, if necessary.
- 2 Click the appropriate tab in the [Gallery](#).

Click: **To change the:**



[Layout](#)



[Design](#)



[Color Scheme](#)

- 3 Click the layout, design, or color scheme you want to change to.

Notes

- n If you're changing layouts, be sure to pick a layout that corresponds to your data.
- n If you switch from the [Transparent design](#) to another design or the reverse, GraphicsPlus may add or remove [placeholder text](#). Also, a texture you've added to the background of the object may appear or disappear.

Related Topic

[Using Layouts, Designs, Color Schemes, Stamps, and Textures](#)


Resizing a GraphicsPlus Object

- 1 If the GraphicsPlus object is not selected, click it.
- 2 Drag a handle on the object's bounding outline.

Notes

- n To restore the default size after resizing a GraphicsPlus object, click the current layout again.
- n The size and shape of GraphicsPlus objects with the Transparent design are affected by the setting for **Fit Contents**. When **Fit Contents** is checked, GraphicsPlus removes unused space around elements in the object. When you add or remove elements, GraphicsPlus changes the object's size as necessary to just fit its contents.
- n The size and shape of a GraphicsPlus object with a design other than Transparent are not affected by the object's contents. When you add or remove elements, Intelligent Formatting scales the contents to fit inside the object.
- n If **Fit Contents** is off for a transparent object, GraphicsPlus treats it like an object with another design. You can see the setting for **Fit Contents** by clicking a transparent object with the right mouse button. **Fit Contents** appears on the menu only for objects with the Transparent design.
- n A GraphicsPlus object must fit on a single page in the host document.

Adding or Removing the Background and Border

1 If the Designs tab isn't on top, click 

2 Change the design.

To:

Remove the background and border

Add a background and border

Click:

The Transparent design

Another design

Related Topic

[Layouts, Designs, Color Schemes, Stamps, and Textures](#)

Changing Style

- n Click the Style button.

Notes

- n The appearance and action of the Style button depend on the layout of the GraphicsPlus object and what's selected in it.

Click: **To change the:**



Glyph




Look of boxes that contain text when no text is selected



Appearance of such things as bars, axes, axis labels, and the background area within the axes.

- n All designs have a default style that overrides the current style settings. You can use the Style button to make changes to the default style of most designs.

- n To return to the default style, click 

- n Clicking the Reset button also restores default sizes and resets changes made with several other buttons.
- n The Style button is not available for some layouts.

Modifying a GraphicsPlus Object

Click the topic you want help on.

- n [Activating a GraphicsPlus Object](#)
- n [Changing an Object's Layout, Design, or Color Scheme](#)
- n [Resizing a GraphicsPlus Object](#)
- n [Adding or Removing the Background and Border](#)
- n [Changing Style](#)

Replacing Placeholder Text

- 1 Click the first placeholder text element to select it.
- 2 Type your text and press TAB.
- 3 Continue typing text and pressing TAB until you type all your information.
- 4 Click the background of the GraphicsPlus object when you finish typing.

Notes

- n To delete unneeded placeholder text, click it and press DELETE.
- n To delete all placeholder text after you have replaced one or more placeholders, click **Turn Off Placeholders** on the GraphicsPlus Edit menu. Click **Turn On Placeholders** to restore placeholder text.
- n For the Day, Week, and Month layouts, you can use **Turn Off Placeholders** to remove all placeholder text before replacing any placeholders. **Turn Off Placeholders** is not available for Chart layouts.

Related Topics

[Adding a Point or Sub-point](#)

[Adding a Title, Subtitle, Remark, or Lead-in](#)

Editing Text

To insert text in existing text:

- n Click where you want to insert and begin typing.

To change existing text:

- n Drag to select the text you want to change; then type the change, or press CTRL+V to paste text from the clipboard.

To split a point into two points:

- n Click where you want the second point to begin and press CTRL+DOWN ARROW.

To merge two points:

- n Click the second point and press CTRL+UP ARROW.

To delete a text element:

- n Select all of the element's text and press DELETE.

To start a new line within a point:

- n Click where you want the new line to begin and press SHIFT+ENTER.

Notes

- n To select all the text in a text element, click just to the left of the element. You can also select all the text by dragging. Press TAB or SHIFT+TAB to select the next or previous element.
- n When you finish editing, click the background of the GraphicsPlus object.
- n To undo editing changes, click **Undo** on the Edit menu in GraphicsPlus.
- n Don't be concerned with where lines end when you edit text. GraphicsPlus adjusts line breaks when you finish editing. If you want a line break at a particular place, you can add it with SHIFT+ENTER.
- n Some points don't support splitting or merging.

Related Topic

[Working with Text in a GraphicsPlus Object](#)

Adding a Point or Sub-point


To add a point:

- 1 Click the point above or before where you want to make the addition.
- 2 Press ENTER.
- 3 Type the text for the new point.
- 4 Click the background of the GraphicsPlus object when you finish typing.

To add a sub-point:

- 1 Click the point you want to add a sub-point to.
- 2 Press CTRL+ENTER.
- 3 Type the text for the sub-point.
- 4 Click the background of the GraphicsPlus object when you finish typing.

Notes

- n To add more points or sub-points, press ENTER when you finish typing instead of clicking the background.
- n To add another sub-point to a point that already has sub-points, click an existing sub-point and press ENTER.
- n To add a point before an existing point, click the existing point and then click 
When you click the button, an invitation for adding a new point appears before a selected point, or at the end of the body if no point is selected.
- n To split an existing point into two points, click where you want the new point to begin and press CTRL+DOWN ARROW.
- n You can also add a point using the Insert menu.
- n You can't add points or sub-points after some points.

Related Topics

[Changing the Indent of a Point or Sub-point](#)

[Adding a Title, Subtitle, Remark, or Lead-in](#)

Adding a Title, Subtitle, Remark, or Lead-in

- 1 Click the Insert menu, and then click **Text**.
- 2 Click the element you want to add.
- 3 Type your text, replacing the placeholder text.
- 4 Click the background of the GraphicsPlus object when you finish typing.

Notes

- n The available choices on the Text submenu of the Insert menu depend on the design of the active GraphicsPlus object and what elements it contains.
- n You can use the Insert button to add most text elements to most designs, but use the **Text** command on the Insert menu to add a title or subtitle to an object with the Transparent design.

Changing the Size of Text

- 1 Click the text you want to change.
- 2 Click a button to change the size.

Click: **To:**




Make the text larger



Make the text smaller

Notes

- n If you're changing the size of points or sub-points, select just one of them. GraphicsPlus changes all the points at the same level.
- n If no text is selected, the Bigger and Smaller buttons change the size of body text.
- n To make text as large as possible, hold down the CTRL key when you click the Bigger button.
- n You can fix unattractive line breaks by changing the size of the text. For example, make text smaller to move a single word on the last line up to the previous line.
- n When you change text size, GraphicsPlus adjusts the size of other items on the Intelligent layer.
- n To return to the original size, click 
- n Clicking the Reset button also restores the default style and resets changes made with several other buttons.

Related Topics

[Resizing a GraphicsPlus Object](#)

[Changing Style](#)

Moving or Copying Text

To move text:

- 1 Move the pointer to the left of the text until the pointer changes to an arrow that points to the right.
- 2 When you see the right-pointing arrow, drag the text to the new location.
- 3 Release the mouse button to drop the text.

If you're moving:

Within the body
Outside the body

Drop the text:

At the new location
On one of the drop targets that appear on the Intelligent layer

To copy text:

- 1 Hold down the CTRL key while you drag the text.
- 2 Drop the copy as if you had moved it.

Notes

- n When you move or copy a point, its sub-points stay with it.
- n Text is restricted to the Intelligent layer; you can't move it to the Background layer or Foreground layer. To put text on the Foreground layer, add a Plain Text stamp.
- n You can also use the **Cut** or **Copy** and **Paste** commands on the Edit menu to move or copy a point.

Related Topics

Changing the Indent of a Point or Sub-point
Intelligent Formatting
Adding Stamps

Changing the Font

- 1 Click **Font** on the Edit menu in GraphicsPlus.
- 2 Click the new font and then click **OK**.

Note

- n You can set only one font at a time for a GraphicsPlus object.

Changing the Indent of a Point or Sub-point

To promote (move left):

- 1 Click the point or sub-point.
- 2 Press CTRL+LEFT ARROW.

To demote (move right):

- 1 Click the point or sub-point.
- 2 Press CTRL+RIGHT ARROW.

Note

- n You can also drag the point or sub-point to the new indentation.

Working with Text in a GraphicsPlus Object

Click the topic you want help on.

- n [Replacing Placeholder Text](#)
- n [Editing Text](#)
- n [Adding a Point or Sub-point](#)
- n [Adding a Title, Subtitle, Remark, or Lead-in](#)
- n [Changing the Size of Text](#)
- n [Moving or Copying Text](#)
- n [Changing the Font](#)
- n [Changing the Indent of a Point or Sub-point](#)

Adding a Picture

- 1 Click **P**icture on the Insert menu in GraphicsPlus.
- 2 Select the picture file and click **O**pen.

Notes

- n GraphicsPlus adds a picture to the Intelligent layer at the right of the body. You can move or resize the picture.
- n Your picture file can be in one of these formats:
 - Windows Metafile (.wmf)
 - Windows Bitmap (.bmp, .dib)
 - Tagged Image Format (.tif)
 - CompuServe Picture (.gif)
 - PC Paintbrush (.pcx)
- n To add Microsoft clip art, click **C**lip**A**rt on the Insert menu in GraphicsPlus. This command is available if the Microsoft ClipArt Gallery is installed on your computer. If you need help using the ClipArt Gallery, click its **H**elp button.

Related Topics

[Moving or Copying a Picture](#)

[Changing the Size of a Picture](#)

[Creating a Background from a Picture](#)


[Adding an OLE Object](#)

Creating a Background from a Picture

1 Click the [picture](#).

2 Click 

Notes

- n When you put a picture on the [Background layer](#), handles appear so you can resize it.
- n GraphicsPlus scales a picture on the Background layer to fill the [GraphicsPlus object](#). Set **Normal** scaling if the picture appears distorted.
- n When a picture on the Background layer fills the GraphicsPlus object, text on the [Intelligent layer](#) appears on top of the picture and might be difficult to read. To make text on top of a bitmap more visible, click the picture and then click 
- n To restore the original colors, click the picture and then click the Fade Colors button again.
- n You can also resize and move a picture on the Background layer so text does not appear on top of the picture.
- n To tint a bitmap picture on the Background layer to match the [color scheme](#) of the GraphicsPlus object, click



Related Topics

[Adding a Picture](#)

[Changing the Size of a Picture](#)

[Moving or Copying a Picture](#)

[Changing Scale Options](#)

Moving or Copying a Picture

The way you move or copy a picture depends on whether it's on the Intelligent layer, the Foreground layer, or the Background layer.

To move a picture on the Intelligent layer:

- n Drag the picture to a drop target.

To move a picture from the Intelligent layer to the Foreground or Background layer:

- 1 If the picture isn't selected, click it.
- 2 Click a button to indicate the destination.

Click: **To move to the:**



Foreground layer



Background layer

To move a picture on the Foreground or Background layer:

- n Drag the picture to a new location.

To copy a picture on the Intelligent layer:

- n Hold down the CTRL key as you drag.

To copy a picture on the Foreground or Background layer:

- n Use **Copy** and **Paste** on the Edit menu.

GraphicsPlus pastes a copied picture on top of the original picture. Drag the copy to its new position.

Notes

- n GraphicsPlus restricts the placement of pictures on the Intelligent layer, but you can drag a picture anywhere on the Foreground or Background layer.
- n To determine which layer a picture is on, make sure it's selected and check which placement button is depressed. Click the picture to select it, if necessary.
- n If two or more pictures share the same region on the Intelligent layer, you can change their alignment in relation to one another.
- n When you move or copy a picture on the Intelligent layer, GraphicsPlus adjusts the picture's size and the size of other elements on the layer.
- n When you move a picture to the Background layer, GraphicsPlus resizes it to fill the layer.
- n If you move a picture, its caption moves with it.

Related Topics

[Intelligent Formatting](#)

[Changing the Size of a Picture](#)

[Changing the Alignment of Pictures](#)

[Adding a Caption to a Picture](#)

Changing the Size of a Picture

To change the size of a picture:

- 1 If the picture isn't selected, click it.
- 2 Click a button to change the size.

Click: **To:**



Make the picture larger



Make the picture smaller

Notes

- n If a selected picture is on the Foreground layer or Background layer, you can also change its size by dragging a handle at the corner of the picture.
- n To change the proportions of a selected picture on the Foreground or Background layer, set the picture's scale option to **Stretch** and drag a handle on a side of the picture.

Related Topic

[Changing Scale Options](#)

Adding a Caption to a Picture

- 1 If it's not already selected, click the picture you want to add a caption to.
- 2 Press ENTER.
- 3 Type your caption over the placeholder text and press ENTER.

Changing Scale Options

1 Use the right mouse button to click a picture on the Intelligent layer.

2 Click **Properties**.

3 Set the scaling.

Set:	To:
Normal	Maintain the original picture's proportions
Stretch	Fill the <u>region</u> with the picture
None	Remove any scaling from a bitmap

4 Click **OK**.

Notes

- n Set **Normal** scaling to allow GraphicsPlus to control the size of the picture. Depending on its placement, the size of the picture might change, but its proportions remain the same.
- n Set **None** for a bitmap file, like a logo, that you don't want GraphicsPlus to scale. The picture's size is determined by the number of pixels in its height and width. The size might change depending on the resolution of the output device (printer or screen), but does not vary with placement.
- n If you set **Stretch**, you can change the proportions of a picture placed on the Foreground layer or Background layer by dragging the handle on a side of the picture.

Related Topic

[Changing the Alignment of Pictures](#)

Changing the Alignment of Pictures

- 1 Click one of the pictures in a region with the right mouse button.
- 2 Click **Properties**.
- 3 Set the alignment.

Set:	To align the pictures:
Vertical	From top to bottom
Horizontal	Side by side
Stack	In a stack so only the top one shows completely

- 4 Click **OK**.

Note

- n The Alignment buttons set the position of a picture in relation to other pictures in the same region on the Intelligent layer.

Related Topic

[Changing Scale Options](#)

Adding an OLE Object

1 Click **Object** on the Insert menu.

2 Set a create button.

Set:	To:
Create New	Create a new <u>OLE object</u>
Create from File	Insert an existing object file

3 Set options in the dialog box.

If you set:	Do this:
Create New	Click the program you'll use to create the OLE object
Create from File	Select an existing file. (Click Browse to locate the file.) To <u>link</u> the OLE object in the <u>GraphicsPlus object</u> with the OLE object's file, set Link

4 Click **OK**.

Notes

- n To edit an OLE object, double-click it in the GraphicsPlus object.
- n If you don't set **Link**, you put a copy of the OLE object file in the GraphicsPlus object. Changes you make in this copy don't appear in the original file, and changes in the original file don't appear in the copy. Don't set **Link** if you plan to distribute the host document or display it on a different computer.
- n You can also add an OLE object by copying it in the source program and clicking **Paste Special** on the Edit menu in GraphicsPlus.

Related Topics

[Moving or Copying a Picture](#)

[Changing the Size of a Picture](#)

Working with Pictures in a GraphicsPlus Object

Click the topic you want help on.

- n [Adding a Picture](#)
- n [Creating a Background from a Picture](#)
- n [Moving or Copying a Picture](#)
- n [Changing the Size of a Picture](#)
- n [Adding a Caption to a Picture](#)
- n [Changing Scale Options](#)
- n [Changing the Alignment of Pictures](#)
- n [Adding an OLE Object](#)

Working with a GraphicsPlus Object

Click the topic you want help on.

- n [Modifying a GraphicsPlus Object](#)
- n [Working with Text in a GraphicsPlus Object](#)
- n [Working with Pictures in a GraphicsPlus Object](#)

Definitions

Click a word to see its definition.

[Background layer](#)

[body](#)

[caption](#)

[category](#)

[Color Scheme](#)

[Design](#)

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Background layer



The underlying layer of a GraphicsPlus object. Elements on the Intelligent layer and Foreground layer appear on top of the Background layer.

body

The main region of a GraphicsPlus object that contains points and sub-points.

caption

Text you can add to a picture in a GraphicsPlus object. A caption appears below the picture. If you move the picture, the caption moves with it.

category

Charts

A collection of layouts having a common purpose. For example, the Charts category includes layouts for graphically representing data--bar charts, pie charts, line charts, and more.

Color Scheme



A choice on the third tab of the GraphicsPlus Gallery. Color schemes select and coordinate the colors used in GraphicsPlus objects.

Design



A choice on the second tab of the GraphicsPlus Gallery. Designs determine the overall appearance of a GraphicsPlus object. Each design ensures that all elements in the object are positioned to look balanced and in proportion.

dither

To combine dots of different colors to create the illusion of another color.

drop targets

Phrases or symbols that identify available destinations when you drag elements on the Intelligent layer. Phrases appear for text; small rectangular symbols appear for pictures.

element

A component of a GraphicsPlus object. Text, pictures, tables, charts, and other graphic components of the layouts (for example, a pyramid or a flow diagram) are elements.

embed

To add an object created by another program to a GraphicsPlus object. You can use the original program to edit the embedded object within the GraphicsPlus object. Embedded objects are not linked to a file created by another program.

Foreground layer



The surface layer of a GraphicsPlus object. Elements on the Intelligent layer and Background layer appear beneath the Foreground layer.

Gallery

The window containing the tabs, list, and buttons you use to create or change a GraphicsPlus object.

glyph

The number, check mark, or bullet preceding text in some layouts. Bullets can be diamonds, triangles, squares, circles, and dashes.

host application

The program in which you create a GraphicsPlus object.

host document

A document created in a host application in which you include a GraphicsPlus object.

Intelligent Formatting

The graphic design intelligence built into GraphicsPlus that arranges and scales text and pictures in a GraphicsPlus object. Regardless of changes, Intelligent Formatting keeps elements in the object looking balanced and in proportion.

Intelligent layer



A “transparent” layer in a GraphicsPlus object, where the selected layout and design determine the size and placement of elements. The Intelligent layer appears between the Background layer and the Foreground layer.

Invitation

Text that appears in the active GraphicsPlus object when you click the Insert button in the GraphicsPlus Gallery. Invitations indicate which elements you can add to the GraphicsPlus object and where to type text for these elements.

Layout



A choice on the first tab of the GraphicsPlus Gallery. Layouts arrange and display information in a GraphicsPlus object according to the concept being conveyed. Choose a layout that reinforces the message you want to communicate.

lead-in

Text you can add to the bottom-right of a GraphicsPlus object.

link

To create a connection between an object from another program and an element in a GraphicsPlus object.

logo

A distinctive symbol or graphic representing a company, product, or the like. In GraphicsPlus, a logo is a picture that you can add to the left of the title.

OLE object

A component that is created with one program and added to a document created by another program. You can embed or link the OLE object when you add it. GraphicsPlus objects in host documents are OLE objects; you can add an OLE object to a GraphicsPlus object.

picture

A graphic image that can be added to a GraphicsPlus object. A picture can be Microsoft ClipArt or a file in any of the following formats: Windows Metafile (.wmf), Windows Bitmap (.bmp, .dib), Tagged Image File Format (.tif), CompuServe Picture (.gif), or PC Paintbrush (.pcx).

pixel

Picture element. The smallest element of a computer screen that can be assigned color. The greater the number of pixels, the better the clarity of a picture.

placeholder text

Built-in, helpful text supplied by GraphicsPlus. You replace it with the actual text you want to appear in the object.

point

An element covering a detail about the main idea conveyed by the GraphicsPlus object. Points represent different items in different layouts. For example:

Layout:	Point:
Headings	a heading
Org Chart	a position
Flow	a step
Quadrant	a product
Table	a row or column
Pie Chart	a slice
Column Chart	a series or a column
Bullets	an item in the list
Time Line	an event
Gantt Chart	a task

region

An area of the Intelligent layer. Text regions include title, subtitle, top remark, bottom remark, body, and lead-in. Picture regions include relative locations on the page, such as top, bottom, upper left, and lower left. Not all designs have every region.

remark

Text you can add to the top or bottom of a GraphicsPlus object.

Stamp



An element on the Foreground layer of a GraphicsPlus object that combines text with a graphic to send a particular message. Intelligent Formatting manages the text size and colors of stamps for you. A stamp can be the only element in a GraphicsPlus object.

style



A group of settings that controls details of the appearance of a GraphicsPlus object. Clicking the Style button cycles through sets of visual variations for the current layout. The appearance of the Style button changes depending on the current layout and what's selected in the object.

sub-point

An element that amplifies or supports the point to which it refers.

Texture



A visual effect that can add interest to the background of a GraphicsPlus object or to certain elements in the object.

Transparent design

The first choice on the Designs tab in the GraphicsPlus Gallery. GraphicsPlus objects with the Transparent design do not have a distinctive background; they blend into the host document. By default, transparent objects don't have a title, subtitle, lead-in, or remark, but you can add these text elements if you want.

variation



A modification of a basic layout type. For example, pie chart variations include layouts for 3-D pie charts, pie charts with separated slices, and donut charts.

GraphicsPlus icon



An icon that GraphicsPlus puts in the status area of the Windows 95 taskbar. Double-click the icon to open the GraphicsPlus Gallery.

GraphicsPlus object

The intelligently formatted OLE object you can create in a host document. GraphicsPlus objects add impact and visual appeal to the documents in which they appear.

Double-click a GraphicsPlus object to activate it. Then use the Gallery to change the object's layout, design, and color scheme, or add stamps and textures to the object.

GraphicsPlus window

The window you use to change a GraphicsPlus object that is not edited in place in a host document. You can save and print the object using commands available on the menus of this window.

Contacting Technical Support

If you have a technical problem and you can't find the solution in online Help:

- 1 Note the sequence of events that led to the problem, and any program messages you see.
- 2 Contact Technical Support. Have GraphicsPlus running on your computer when you call, and have your registration number handy.

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