Contents

What's New in SmartDraw 3.0?

SmartDraw is the easy-to-use program that lets anyone draw great looking flowcharts, diagrams and other business graphics. Now with Version 3.0, SmartDraw adds a long list of new benefits that make it easier to use than ever before.

◆ Instantly Format Charts

Create perfectly formatted organization charts, fishbone diagrams, network diagrams, timelines and other arrays of shapes, automatically with the new Connector objects.

◆ Create Common Diagrams with One-Step

Create instant diagrams using SmartDraws new templates for common diagram types, such as flowcharts, organization charts, time lines, fishbone charts, space planning and more. Each with its own special toolbar.

◆ Quickly Find the Symbol You Need

Quickly find the symbol you need using SmartDraws new symbol search feature. Search by name, or browse briskly through previews of each library using the symbol browser.

◆ Create Your Own Toolbar

Change a library window into a toolbar by docking it against the top of the program window. Add your own shapes to it.

◆ Create Your Own Shapes

Combine lines and curves into new fill-able shapes. Change the outlines of existing shapes. Make just the symbol you need and then add it to a library and use it over and over again.

◆ Drag and Drop Everything!

Add new symbols to a library by simply dragging shapes from the page onto a library window.

Add shapes to the toolbar in the same way.

Import other graphics files by simply dragging them onto a drawing.

Include SmartDraw drawings in Word documents and other programs by simply dragging shapes from one program window to another.

◆ Rotate and Flip Shapes

Rotate shapes, SmartDrawings, text and lines by any angle. Turn them upside down and flip them horizontally for more flexibility.

◆ Attach Text to Lines

Make your diagrams easier to understand and maintain by attaching text to lines. Move the line and the text moves too.

◆ Change Line Shapes With One Click

Change straight lines to arcs, arcs to multi-segment lines, and multi-segment lines back to straight lines, using the new line shape menu. Change connector arrangements too.

◆ Choose From Twelve More Arrowhead styles

SmartDraw now offers 24 different arrowhead styles, including arrowheads in the center of lines, one-to-many, many-to-one, and many more. When automatic arrowheads are chosen, they automatically point in the direction that the line was drawn.

◆ Draw to Scale with Automatic Dimensioning.

Set the rulers to show the scale you want. Draw lines that are automatically labeled with their length using this scale.

◆ Draw Perfectly Straight Connection Lines.

Shapes now align with their centers snapped to the grid, ensuring that connecting lines are always perfectly straight. No more kinks!

◆ Instantly Format Text

Give each paragraph in a shape its own alignment.

Format text with bullets automatically.

Insert any symbol from any font

◆ Preview Before You Print

Preview each page before printing using the new Print Preview command, just like Microsoft Word and Excel.

◆ Automatically Center Drawings

Automatically center your entire drawing on the page before you print.

◆ Full compatibility between 16 and 32 bit versions

The Windows 3.1 and Windows 95 versions of SmartDraw 3.0 share common file formats. Libraries and drawings can be exchanged across 16 and 32 bit versions of the program.

◆ Enjoy Many Other Improvements:

Hundreds of new symbols and templates

New curved lines

Outline-only mode for faster fit-to-page view drawing

Much faster library drawing

Better linking of shapes to each other

Better grouping and ungrouping

User-defined zoom level

See page boundaries at all zoom levels

Apply color and shadow styles independently

Change the sizing behavior of any object

Open up to 32 drawings at the same time

Open up to 16 libraries at the same time

Many more..

SmartDraw Tips and Tricks

Connecting shapes with perfectly straight lines

With SmartDraw, you can connect two shapes with a line that stays connected when the shape at either end is moved. This is described in detail <u>elsewhere</u>. Sometimes the line connecting the shapes is not perfectly straight because of the positions of the connect points on each shape.

The **best way to avoid this problem** is to set the <u>snap to grid</u> feature so that the **center of shapes** snap to the grid. If the lines used to link the shapes are attached at the center of the sides of the shapes, the connecting lines will be perfectly straight. Note that the snap to grid in drawings created with versions 1.0 and 2.0 is **NOT** set this way. Go to the **Define Rulers and Grid** command under the Edit menu to correct this.

Another way to correct this problem is by adjusting the shape positions with the arrow keys. If you select a line or shape by clicking on it, you can adjust its position by 1 screen pixel up, down, left or right by typing the arrow keys on the keyboard. Use this feature to fine tune the position of objects without regard to the Snap-to Grid.

Keeping the toolbar buttons selected

Normally when you click on a tool in the toolbar (or a SmartDrawing Window) and you draw a line or shape, the pointer tool (the arrow) become selected immediately afterwards. You can keep a tool selected, so that you can draw multiple lines or shapes pressing its button each time, by holding the **Shift** key down when you first select the tool by clicking on it.

Moving a collection of objects as a group

You can move some, or all, of the objects in your drawing without disturbing their relative positions by first selecting them and then by moving just one of the objects. The rest of the selection will also move.

You can select more than one object at a time very easily, in <u>several different ways</u>. You can move a collection of objects in the same ways <u>as a single object</u>: Using the mouse, the arrow keys and the Align command.

You can also use the **Group** command to formally combine selected objects into a single object.

The Basics of Flow Charting

Flow charts are diagrams that portray the flow of information and the decision-making process that controls the flow. While many styles of flow charting ha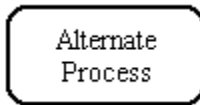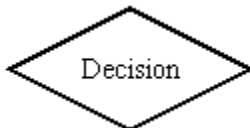ve developed, each with its own set of specialized symbols, most processes can be represented using just a few simple symbols.
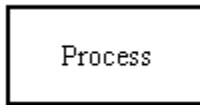
This represents an activity such as "signing a check", or "requesting a bid"

This represents an alternate type of process. You can use the two types of process symbols to classify processes into two groups: customer vs. supplier, for example.

This is used to represent a decision that must be made. Lines representing different decisions are often drawn coming out of some of the 4 different points in the shape.
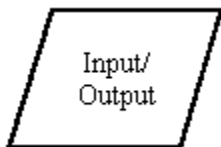
This symbol is used to represent information coming in and going out of the system, such as a customer order (input) or a product (output).
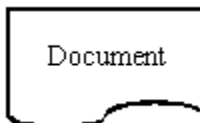
This symbol is used to represent printed information generated by the system such as an invoice or other report (output).

This symbol is used to connect multiple lines together, or when labeled with a letter, to indicate that the flow continues at the connector with the same letter on another page, or somewhere else in the system.
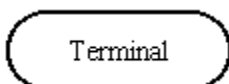
This symbol represents the starting or ending point of the system. It is usually labeled "Start" or "End".

Welcome to SmartDraw 3.0!   Software You Can Use!

SmartDraw i*s 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.

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. Depending on the settings on your system, you may have up to 32 different drawings open at the same time.

New drawing windows may be created by pressing the **New File** button in the tool bar or by selecting the **New...**command under the **File Menu**. The **New File** button on the toolbar directly opens a new empty drawing. The **New...** command on the menu presents the Template Dialog. This allows you to pick a template as a starting point for your new drawing. Templates are already provided for many diagram types. These create new drawings with the best settings for this type of diagram, including a document toolbar.

A drawing window is closed using the **Close** command under the **File Menu**, or by clicking in the window's close box. 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.

The **Category** control shows the available templates by type and **Empty Drawing**. The named categories are the names of file system directories, or folders, within the program directory, where the templates in this category are stored. The Empty Drawing category is always present and allows you to create a new empty drawing.

Shows a thumbnail of the template currently selected in the Name list. This makes it easy to browse through the available templates, until you find the one that right for your task.

Once you have selected the template that you want, pressing the **Create** button, creates a new drawing that is a copy of the template. Changes made to this copy do not affect the original.

Shows a list of templates by name that belong to the category shown above.

Template Dialog

If you choose   the <u>New...</u> command from the File menu, the **Template Dialog** is presented. This allows you to choose the initial design of your new drawing from a selection of templates.

- Category
- Name
- Preview
- Create

You can create your own categories and templates. See   <u>SmartDraw Templates</u>.

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 **Files of Type** control described below.

Windows 95 and NT 4.0

The **File Name** box lets you type in a name for the file to open or you can pick one from the list above 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 area above the file name field is an explorer window. To search in other folders, click on the names shown in this window or the drop down list above it. Use the context sensitive help in the dialog itself to learn about the details of this standard behavior. *SmartDraw* remembers the last folder you used to open or save a file with this dialog and automatically sets the folder there when you use it again.

Windows 3.1 and NT 3.51

The **File Name** box lets you type in a name for the file to open or you can 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 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 **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 **Network** button, if you have one, lets you browse your network and connect other drives. Non-networked users do not have this button.

The **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* ships with a broad selection of sample templates. These are stored in "category" sub directories. The best way to open these is to use the Template Dialog, which allows you to browse through each category and to see a "thumbnail" of each template before you open it. You can open the Template Dialog by using the **New...** command under the file menu.

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

See Also: Creating, Opening and Saving Files

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 can be longer than 8 letters.

Windows 95 and NT 4.0

The area above the file name field is an explorer window. To search in other folders, click on the names shown in this window or the drop down list above it. Use the context sensitive help in the dialog itself to learn about the details of this standard behavior. ***SmartDraw*** remembers the last folder you used to open or save a file with this dialog and automatically sets the folder there when you use it again.

Windows 3.1 and NT 3.51

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

The **Save As 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 Template Dialog shows only templates that are stored in sub directories of the program directory. If you want to create your own template, be sure to save it in one of the template sub directories, or create a new sub directory of your own (using the Windows file manager) to create a new template "category" and save it there.

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

See Also: Creating, Opening and Saving Files

The Program Toolbar

SmartDraw usually shows a row of buttons under the menu bar. This is called the **Program 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 <u>selects</u>, <u>moves</u> or <u>grows</u> existing objects.

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

When the line button is pressed, clicking and dragging in the drawing draws a straight <u>line</u>. <u>Dragging and Dropping</u> also draws a line.

When the segment line button is pressed, clicking and dragging in the drawing draws a segmented <u>line</u>. Dragging and Dropping also draws a segmented line.

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

When the <u>connector</u> line button is pressed, clicking and dragging in the drawing draws a connector. Dragging and Dropping also draws a connector.

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 <u>Toolbar item</u> under the Edit menu.

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.

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.

Sticky Tool Selection

Normally, after you have drawn an object using the pencil method, the selection (pointer) tool is selected automatically. If you want to draw several copies of the same kind of object, you can force the drawing tool that you are using to remain selected by holding the shift key down the first time you click on it. Holding the shift key down when you select any drawing tool, causes it to remain selected until you click on another tool, or drag and drop a shape.

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.

Using Connectors

One of the most powerful features of SmartDraw is the use of **Connectors** to create regular arrangements of shapes. Examples include organization charts, fishbone diagrams, network diagrams and even flow charts.

Connectors are special line objects that both shapes and other lines may link to. A connector is **programmed** to arrange the objects linked to it in a particular pattern. As shapes are linked to a connector, the other shapes already linked to it adjust to accommodate the new shape and maintain the arrangement. In the example below, a new shape is added to a connector that maintains a horizontal organization chart arrangement.
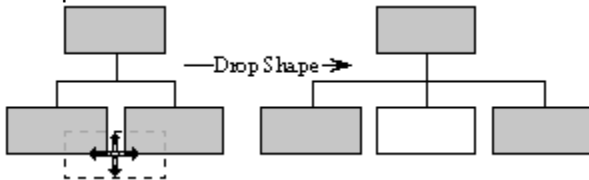
The new shape (white) is dropped between the two existing shapes and is automatically inserted between them.

Using Connectors in a Flow Chart

Linear connectors can be useful as components in a flow chart. A Linear connector connects shapes in either a perfectly horizontal or vertical line. To branch, other connectors can be linked to the shapes attached to the first connector. Normal segmented lines can also be used to create additional connections:
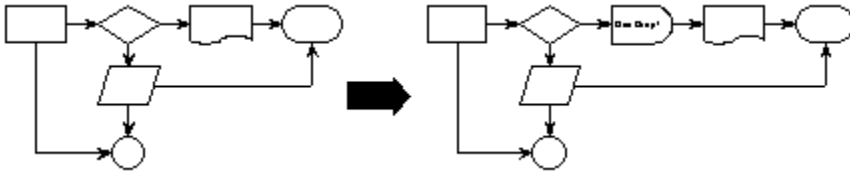
Dropping a single shape on the horizontal connector inserts the shape and reformats the whole diagram in one step!

See also: Adding Connectors,   Adding Shapes to Connectors, Connector Shape and Appearance.

Adding Connectors to a Drawing

Connectors are added to a drawing in the same way any other object is added: using drag and drop or the pencil drawing method.

SmartDraw offers a Connector tool on the **Program Toolbar**.

Dragging an object from this tool creates a horizontal connector with a linear arrangement. Holding the **Shift key** down while you drag creates a vertical connector.

Many of the diagram templates also offer connectors with other arrangements in their document toolbar. For example, the organization chart template offers a selection of connectors suitable for drawing organization charts.

See also: Using Connectors, Adding Shapes to Connectors, Connector Shape and Appearance.

Changing Connector Shape

Once you have added a connector to a drawing, you may change the arrangement it maintains (or its **shape**) using the **Change Connector Shape** command on the Line Menu. (This replaces the **Change Line Shape** command when a connector is selected). menu.
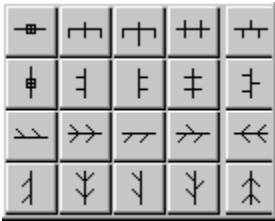
The Flip command can also be used to create additional variations.

When no shapes are linked to a connector, it appears as either a vertical or horizontal line. Its arrangement does not become apparent until two or more shapes have been linked to it.

See also: Using Connectors, Adding Shapes to Connectors, Adding Connectors, and Appearance.

Adding Shapes to Connectors

When a shape or line is moved close to a connector, link points are displayed and the outline of the moving object jumps to the closest one, showing its position if linked.

Releasing the mouse links the object to the connector, inserting the object at the link point.

Moving a shape away from the connector disconnects it and the shapes still linked to the connector move together to fill the space.

Lines (and other connectors) can also be linked to connectors. This can be used to make more elaborate diagrams made up of multiple connectors linked to each other:

See also: Using Connectors,Adding Connectors, Connector Shape and Appearance.

Changing the Appearance of Connectors

There is always equal amounts of space between the edges of shapes linked to a connector. This spacing [C] is controlled using the grow handles at each end of the main connector line. The length of the lines connecting the main line to each shapes is controlled by grow handles at the end of the first and last of these lines [B].The length of the line connecting the connector to another object [A] is controlled by the grow handle at the end of this line. These relationships are shown in the figure below.
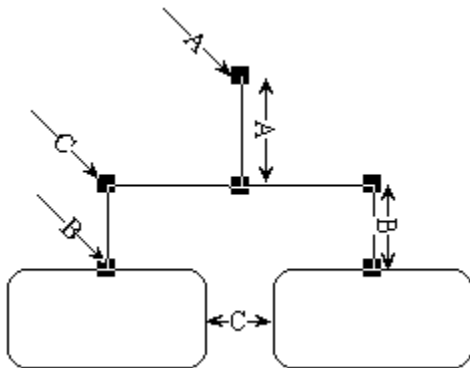
A Connector has the same attributes as a line, and the Line Menu commands can be used to set its thickness, color and style.

Connectors also can show arrowheads. These appear on the lines connecting objects to the main connector line. **Right facing arrowheads always point to the linked objects**, regardless of their direction relative to the main connector line. Left facing arrowheads point towards the main connector line. Connectors do not support associated text or rotation.

See also: Using Connectors, Adding Shapes to Connectors, Connector Shape and Adding Connectors.

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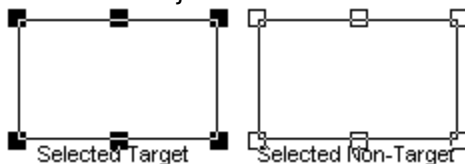
The most recently selected object is always shown with solid (black) handles and is called the **Target** object. Other selected objects are shown with hollow handles. The target object is the one others align with, and become the same size as, when using the Align and Make Same Size commands.

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

Selecting Multiple Objects

You can select more than one object at a time. If multiple objects are selected, they move as a group. This is useful   when you want to re-position the whole or part of a drawing on the page. You can select all objects in a drawing using the **Select All** command under the Edit Menu (Ctrl+A).

There are many ways to select one or more 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.

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 <u>linked</u> 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 <u>Align</u> command under the Draw menu can be used to align all selected objects with the selected target object.

Spacing Objects Evenly
The <u>Space Evenly</u> command under the Draw menu can be used to arrange a collection of objects so that they are separated by equal distances.

Centering the Drawing on the Page
The <u>Center Drawing on Page</u> command, move the entire drawing (not just the selected objects) so that it is centered on the page.

Some Objects do not Rotate

The following objects do not support rotation: Connectors, Segmented Lines and Arcs, Picture objects that contain bitmaps. Any group that contains these kind of objects also does not <u>rotate</u>.

Rotating Objects

All shapes, text and some lines can be **Rotated** by any angle. You can do this manually by selecting the rotation handle that objects capable of rotation show when selected.

The cursor becomes the rotation shape shown in the margin when positioned over a rotation handle.
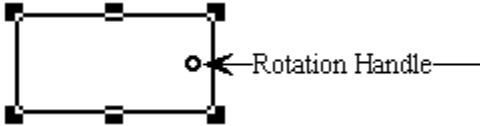
Clicking on the rotation handle and dragging with mouse rotates the shape about its center.
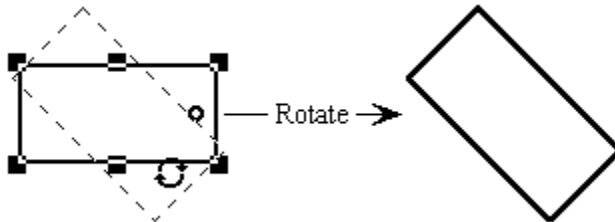
When the Snap to Grid feature is turned on, the angle of rotation snaps to increments of 15 degrees (15, 30, 45 and so on..)

You also rotate objects using the **Rotate** commands on the Draw menu. The **Rotate** sub-menu has commands to rotate by 90 degrees in either direction, and to return an object to the horizontal position. The **Set Angle** command allows you to specify the exact angle of rotation within one tenth of a degree, via the **Set Rotation Angle Dialog**.

The rotation commands on the menu apply to all selected objects. This allows you to rotate a group of objects by the same angle. Furthermore, the angle shown in the Set Rotation Angle dialog , is the one associated with the last one selected (the target object).

This feature allows you to align the rotation angle of a group of objects to one particular object: Simply select the objects that you wish to align, then, holding the **Shift key** down, select the target object that you wish to align them with. Now select the **Set Angle** command and press OK.

You can rotate straight lines, any shape, and most imported pictures. Segmented lines, curves, bitmapped picture objects, and connectors do not rotate. Also, objects linked to others do not rotate. (since they cannot maintain their link if they do!) However, you can rotate a shape or line before you link it. Objects that do not rotate do not show a rotation handle.

When an object is rotated, the text associated with it rotates too. If you want the text in a rotated object to remain horizontal, you can change it into a new (rotated) shape, before you add text. This is described in Creating Your Own Shapes.

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.

Selected Target   Selected Non-Target
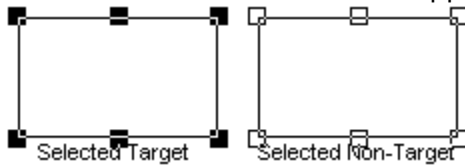
Using the Mouse

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.

Grouping

Objects may be combined into Groups. When grouped they grow proportionately as a single object.

Flipping Objects

All objects, except bitmapped images, can be **Flipped,** either horizontally or vertically. Horizontal flipping changes an object as if it were reflected in a mirror **down** its middle.
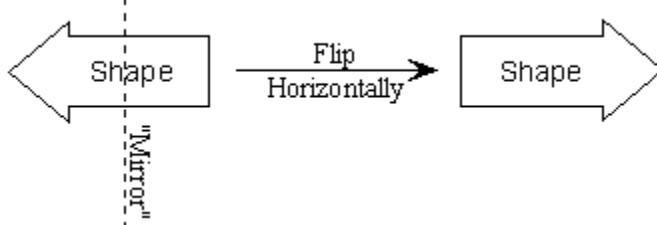
Vertical flipping changes an object as if it were reflected in a mirror **across** its middle.
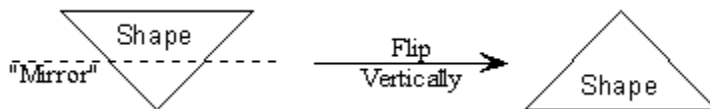
Note that text is unaffected by flipping.

Flipping can be used to generate even more styles of <u>connectors</u> and segmented lines.

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.

Right Mouse Button

The right mouse button can also be used to change the properties of selected objects. Clicking on an object with the right mouse button brings up a context sensitive menu for that object.

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 command changes any fills in the SmartDrawing that are not black.

Shading

This determines the pattern used to fill the inside of the shape. This can be a plain color (the first choice on the menu), or any of five hatched patterns. The hatched patterns use the border color for the hatching on a background determined by the fill color. If a hatch pattern is selected and the border and background color are the same, the border color is changed to a contrasting color.

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.

Shape Sizing

This command presents the <u>Shape Sizing</u> dialog. This controls the way shapes grow and the case of <u>Picture Objects</u>, whether they adopt the border and fill colors, or retain their own.

Edit Shape Outline

This command breaks a shape into its component lines and curves and is discussed in <u>Creating Your Own Objects</u>.

Shape Sizing Dialog

The **Shape Sizing Dialog** is used to adjust both the way a shape or <u>SmartDrawing</u> grows and is affected by selections on the shape menu. It is invoked using the **Shape Sizing** command under the Shape menu.

This dialog does not apply to toolbar shapes. There are two properties to control:

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

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

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

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

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

Change Colors
Checking this box allows **_SmartDraw_** to change the color of the fills, lines, border and text that show in a SmartDrawing or a <u>picture object</u>   that contains a metafile. 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 normal <u>picture object</u>. Applying a border style places a border around the object but does not change the contents.

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

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 <u>selected</u>.

Right Mouse Button

The right mouse button can also be used to change the properties of selected objects. Clicking on an object with the right mouse button brings up a context sensitive menu for that object.

Line Classes

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

Straight lines can have any direction. They "snap" to become 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 <u>Link</u> 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 in the <u>Arrowhead Dialog</u>.

Line Type

Straight lines may have one of three types: Plain, Chord, Communications Link and Digital Link. These are shown below. These types do not apply to curves or segmented lines.

Plain Line
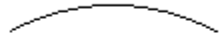
Chord of a Circle
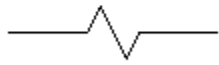
Communications Link

Digital Link

The size of the styled portions of the line can be adjusted by clicking on the selection handles at the end of the line segment that crosses the line.

This collection of buttons controls the type and displacement of the arrowhead that will appear on the left end (or top end for vertical lines) of the selected lines.

Note the center position arrows: ⟵

This collection of buttons controls the type and displacement of the arrowhead that will appear on the right end (or bottom end for vertical lines) of the selected lines.

Note the center position arrows: ➤

These buttons control the size of the arrows, and applies to both ends of the line.

Shows a preview of a horizontal line linked at each end to a shape with the arrowhead properties that reflect the current settings in the dialog.

The two buttons shown for this property control whether the end of a line with an arrowhead is drawn its full length or a little short. This is useful when lines are linked to shapes. If the line is displaced it does not appear to touch the shape but still remains linked to it. This property can be controlled independently for each end of a line, and does not apply to ends with no arrowhead.

Arrowheads

Any line or curve may begin or end with an arrowhead. There are 11 different arrowhead styles. These, their size and their placement on the line are changed using the **Arrowhead Dialog**. This is presented by the **Arrowheads**... command under the Line menu. The dialog has the following controls:

_Left Arrow Buttons

Right Arrow Buttons

_Displacement

_Size

Preview

Controls that are not set.
If two or more lines with different arrowhead properties are selected, the arrowhead dialog shows no selection for those controls that have different settings for each line. If no selection is made for these settings, the properties that they control are not changed. For example, if two lines have different right arrows, no right-arrow buttons will be selected when the dialog is displayed. If these buttons remain unselected, but the size is increased, then, when you press the OK button, both arrowheads will change size but will retain their different styles.

Changing Line Shape

You can change the shape of lines, segmented lines and arcs using the **Change Line Shape** menu. The <u>Flip</u> command can also be used to create additional variations.
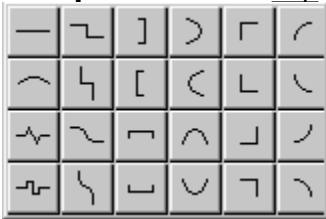
You can also change segmented lines into straight lines and curves (and visa versa) using this command.

Showing Line Length

Lines can be set to show their length in same units as shown by the rulers. The **Show Length** command under the Line menu, changes any lines that are selected to show their current length as an attached text object, or **Length Label**.
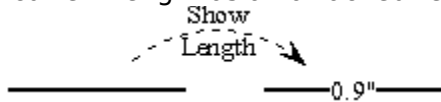
The length label changes its value as the length of the line is adjusted. Changing the ruler scale or units using the <u>Define Rulers and Grid</u> dialog also changes the value of the label.

A length label is removed from a line by deleting it.

If you want to use your own units or descriptions, you can attach your own text to any length label simply by typing it in. Text that is not part of the length value is preserved as the line changes length.

Length labels are used to create automatic dimension lines. There are <u>arrowhead</u> styles that can be placed at each end of line to complete the appearance. Segmented and curved lines can also show their length. For segmented lines, the length is the distance between the ends in the direction of the text label

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

You can also control what colors are applied:

Apply to Lines

Apply to Fills

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

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.

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.

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.

Checking this box applies changes to the fill colors and text colors of shapes.

Checking this box applies changes to the colors of borders and lines.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 <u>Colors and Shadow Dialog</u>**.**

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 <u>exported</u>. 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 <u>Color and Shadow</u> style.

Hiding Shadows

Whether shadows appear on shapes, lines and text is controlled by the style selected using the <u>Colors and Shadows Dialog</u>. Normally if a shadowed style is selected it applies to all shapes, and may or may not apply to lines and text. You can, however, override these choices for individual objects.

Using the **Hide Shadow** command, under the Draw menu, turns off any shadows for objects that are currently selected. If objects are selected that already have hidden shadows, the menu item changes to **Show Shadow**, and selecting it turns the shadows back on for the selected objects.

Show Shadow has no effect if the current style does not normally apply shadows to the objects in question.

The **Shadow** command under the Text menu, has an effect on text shadows similar to the effect Hide and Show Shadow have on the shadows of objects. Selecting it toggles text shadows on and off for selected objects, as shown by the check mark next to its menu item. This command has no effect if the current style does not specify text shadows.

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 like any other object.

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.

Adding Text to Lines

Line objects may also have text labels. See Adding Text to Lines.

Right Mouse Button

The right mouse button can also be used to change the properties of text. Clicking on text with the right mouse button brings up a context sensitive text menu.

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

Adding Text to Lines

Lines can also have their own text. If you select a line and begin typing, a background text object will open that is attached to the line, normally in the center. This text object will remain attached to line and will change its orientation to match that of the line.

The text is positioned on the line according to the current text **Alignment**, selected on the Text menu. Text that is centered vertically is created with an opaque background that hides the line underneath. Other vertical alignments cause the text to be create with a transparent background so that the text shows through. You can show the line through the text (or visa versa) by selecting the text object itself and changing its fill color, using the Shape menu.

SmartDrawings that are set to have text entered above or below the shape behave in a way very similar to lines. Selecting the shape and starting to type creates a background text object that remains linked to it.

Showing a line's length creates an automatic text object for a line.

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.

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.

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 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). When the text is open for editing, different paragraphs can be assigned different alignments.

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

The alignment does control the position of a text object associated with a line, however.

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.

Bulleted Text

The **Bullets** command, under the Text menu automatically formats text with one of four bullet styles, with proper indentation. This can be applied to the entire shape, or individual paragraphs within a shape.

- Line 1
- Line 2
- Line 3

Insert Symbol

The **Insert Symbol** command, under the Text menu, allows you to quickly insert a character in a particular font. It presents the **Insert Symbol Dialog** and is active only when a text entry session is open.   Selecting one of the symbols from the dialog inserts it into the stream of text.

Select a symbol by clicking on it. Pressing OK, or a double-click inserts a symbol and closes the dialog.   If the font drop-down list shows Normal Text, the typeface of the inserted character is the same as the current font. If a specific font is selected, the inserted symbol has this font.

You can add new fonts, or remove them from the list, using the **Add Font** and **Remove Font** buttons.

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.

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 <u>rulers</u> as they are <u>created</u>, <u>moved</u>, or <u>re-sized</u>. 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 <u>target</u> 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.

Space Evenly

This command moves the selected objects so that they are separated from each other by the same amount of space, either **Horizontally**, **Vertically** or **Both**. The objects on the outside of the selected group do not move.

Grouping

Objects may be combined into <u>Groups</u> using the Group command. When grouped the collection of objects within the group behave as a single object for the purposes of moving, growing and property changes. **Ungroup** reverses the Group command.

Centering the Drawing on the Page

The <u>Center Drawing on Page</u> command, move the entire drawing (not just the selected objects) so that it is centered on the page.

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 <u>Linking</u>.

Centering the Drawing on the Page

The **Center Drawing on Page** command under the Draw menu can be used to move all the objects in the drawing so that they are centered in the minimum number of pages needed to print them. The drawing is also moved to the top-left of the drawing area.   This commands applies to **all** objects, not just selected objects.

If your drawing does not fit on one page, you can still print it on a single page by checking the **Print on One Page** check box in the Print dialog.

Attach

You can associate any shape or line with another **SmartDraw** drawing file using the **Attach** commands under the Draw menu.

The **Attach a Drawing** command presents the Open Dialog. If you select a **SmartDraw** drawing file using this dialog, it is *attached* to the currently selected object. From this point on, if you select this object and use the **Open Attached Drawing** command (type the **F11 Key** as a short cut), the attached drawing will be opened and brought to the front. You can break this association by selecting the object and using the **Clear Attachment** command.

You can only use the first two Attach commands if just one object is selected.

Shapes and lines that have drawings attached to them are shown with a special symbol that consists of a plus sign inside a small box.

```
┌──────────────────┐
│ This rectangle has │
│ an attached drawing│
│               ⊞   │
└──────────────────┘
```
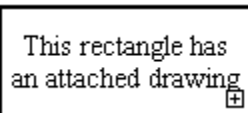
Double-clicking on this symbol opens the attached drawing.

Attaching a drawing is useful if you want to represent a complex process that has a flow chart of its own by a single shape in a drawing that represents a higher-level summary. If you attach the processes flow chart to the shape in the higher-level drawing double-clicking on the attach symbol opens up the detailed chart represented by the shape.

Searching for Symbols by Name

Pressing the **Find** button in the Open Library dialog, opens the **Find SmartDrawing** dialog, and offers a means of searching for symbols by name.   Entering a word in this dialog and then pressing OK finds all the libraries that contain a symbol that has this word in its name or in its keyword description. The names of these libraries are displayed in a special category called **Results of Find**. The most recent list of libraries found in a search is remembered, even between program sessions, until the next **Find** operation is performed.

You can narrow a search by entering more than one word in the Find dialog . Only libraries that contain **ALL** of the words entered are found.

SmartDraws libraries are organized into a dozen or more categories. These are shown in the drop-down **Category List**. Each category contains a group of libraries whose names are shown in the scrolling list control.

The scrolling list shows the names of all of the libraries in the currently selected category.As each one of the names in the list is selected, a preview of the symbols the library contains is displayed on the right. This makes it easy to browse through all the libraries looking for a particular symbol.

This shows a preview of the symbols contained in the selected library. Tooltips show the symbol name if you rest the mouse over one of the buttons.

Displays the Find SmartDrawing dialog, offering a means of searching for symbols by name.

Presents a standard file opening dialog allowing library files, outside of the LIBRARY folder in the program directory, to be opened.

Open Library Dialog

The **Open SmartDrawing Library** command under the **Libraries Menu** is used to find and open SmartDrawing Libraries. This presents the **Open Library** dialog.

Category

Name

Preview

Find

Browse

You can <u>search for a library</u> by name, by pressing the **Find** button.

SmartDrawings

SmartDrawings are symbols that 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 are usually collections of symbols that are used by a particular type of diagram. SmartDraw has dozens of libraries with symbols for flow charts, computer networks, space planning, clip art, and many more.

SmartDrawing Windows

Libraries are opened using the Open SmartDrawing Library command, under the **Libraries** menu. Once a library has been opened, its symbols are displayed in a SmartDrawing Window that floats above the program window. Up to 16 SmartDrawing windows can be open at the same time, each showing the contents of a different library.

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 also has its own menu. This, and the Libraries menu on the main menu bar,   is used to change libraries, create new ones and edit the contents of the current library.

Document Toolbar

A SmartDrawing window can be changed into a Document Toolbar and visa versa. This is done by dragging a SmartDrawing window to the top of a document window.

Adding SmartDrawings to a drawing

Clicking on one of the symbol buttons is the same as clicking on a shape button in the Program 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, Opening SmartDrawing Libraries, Document Toolbars, Creating Your Own Libraries, and   Editing SmartDrawings

Opening SmartDrawing Libraries

The **Open SmartDrawing Library** command under the **Libraries Menu** is used to find and open SmartDrawing Libraries. This presents the <u>Open Library</u> dialog.

The Open Library dialog allows you to browse through the many libraries that ship with SmartDraw and to <u>search</u> for symbols by name.

The **Libraries** menu lists the most recent libraries that were opened, and shows a check mark next to the names of those that are currently open. Selecting one of these menu items, either opens it or brings it to front.

Any SmartDrawing window that was left open when the last drawing was closed is always re-opened automatically (in the same location) whenever a drawing is opened again.

Like SmartDraw documents, you can also open a library file by dragging it from the Windows Explorer (or File Manager) and dropping anywhere in the program window.

Document Toolbars

A SmartDrawing window can be changed into a document toolbar and visa versa. This is done by dragging a SmartDrawing window to the top of a document window. As the window approaches the toolbar area, its gray outline changes toolbar shape. Releasing the mouse changes it to a document toolbar. This is called **docking** the window.

The process is reversed by dragging the toolbar away from the top of the document window, so that it resumes its SmartDrawing window-like appearance.

One document can have only one toolbar. Attempting to dock a second toolbar will fail. However, you can dock a different toolbar to each open document.

When a document is maximized to fill the entire program window, the document toolbar appears as a third row of button below the program toolbar.

Bringing a new document to the front, with a different document toolbar, changes the third row, however.

A document toolbar behaves just like a SmartDrawing Window: You can add symbols to it using drag and drop, you can transfer symbols to and from other libraries, and so on.

When a document is saved, its relationship to its toolbar is saved too, and the next time it is opened, the toolbar remains in place. Many of the SmartDraw templates use this feature to automatically open their own toolbars when they are used.

The most recently docked SmartDrawing Library becomes the default toolbar for all new documents that dont already have their own toolbars. You can use this feature to create your own permanent third row to the program toolbar: Simply dock your favorite library, and all new documents will automatically show this toolbar.

Creating Your Own Libraries

You can create your own SmartDrawing libraries using the **Create New Library** command in the **Libraries** menu. This presents a standard Save File dialog. If you enter name for the new library and press OK, an empty library with that name is created and opened.

Unless you create the new library file in one of the existing category folders within the LIBRARY folder in the program folder, it will not show using the Open Library dialog.

The new SmartDrawing window will show the new name but, because it is empty, it will show no buttons.

Adding New Symbols to Libraries

Adding a new symbol to a library is a simple **Drag and Drop** operation. Any object, or collection of objects   dragged from a SmartDraw document window and dropped onto a library window, may be added as a new symbol.

Doing this is an extension of a standard object move operation. While objects are being moved using the mouse, positioning the cursor over an open library window changes it to the Library Drop Cursor, shown at the left. Releasing the mouse with this cursor showing, presents the Edit SmartDrawing dialog, showing a new symbol, composed of the objects that you were moving, in the Image window. Pressing OK in this dialog, adds the symbol.

You can also use almost any Windows drawing program to create new SmartDrawings. All that is required is to be able to load an image to the Windows clipboard in standard Windows metafile format. Metafiles are placed on the clipboard when you use the **Copy** command under the Edit menu in most graphics programs.

To add a symbol from another program to a currently open library, first copy it to the clipboard and then select the **Add New SmartDrawing** command under the Libraries menu. The **Edit SmartDrawing** dialog is presented just as if you had dropped an image onto the library.

Transferring Drawings Between Libraries

Copying a symbol from one library to another is also a simple drag and drop procedure: Click on the drawing that you want to copy and drag with the mouse, just as if you were going to drag a copy into the drawing, but instead of releasing the mouse button over the drawing window (which adds a copy to the drawing), release it over the SmartDrawing window, or document toolbar, that you want to copy the SmartDrawing to.

For **Automatic** SmartDrawings, checking this box causes copies of this symbol added to a drawing to adopt the current document color scheme. Leaving it unchecked initially preserves its colors. The colors and other properties of Automatic SmartDrawings can always be changed.

For **Non-Automatic** symbols, 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.

The Image window shows the SmartDrawing image against a grid of green lines. A dotted border shows the edges of the drawing rectangle. If **Automatic** is **NOT** checked:

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.

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.

This setting is **grayed out for Automatic** SmartDrawings.

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.

This setting is **grayed out for Automatic** SmartDrawings.

You can enter an optional name for the SmartDrawing in this field. The <u>Names</u> command under the SmartDrawings menu changes the buttons in the SmartDrawing window to show the names you assign to each SmartDrawing instead of their picture.

Any words typed after a semi colon(;) are not displayed in Tooltips or in the button, but are used by the "search by name" feature.

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.

This setting is **grayed out for Automatic** SmartDrawings.

This checkbox controls whether a symbol retains its SmartDraw native format and uses the automatic settings associated with its objects (**Automatic** format), or displays a Windows metafile image and uses the settings applied using this dialog (**Metafile** format).

Symbols created in SmartDraw itself can have either format. Symbols created outside SmartDraw cannot have automatic settings and so for these symbols the Automatic checkbox is unchecked and disabled.

Editing SmartDrawings

SmartDrawings are regular Windows metafile pictures with special additional properties used by **SmartDraw** to control they 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.

Automatic

Preferred Size

Grow

Enter Text

Image

Colors

Image Name

SmartDrawing Libraries

SmartDrawing Libraries are usually collections of symbols that are used by a particular type of diagram. SmartDraw has dozens of libraries with symbols for flow charts, computer networks, space planning, clip art, and many more.

Opening a New SmartDrawing Window

SmartDraw allows you to open up to 16 SmartDrawing Windows at the same time. Those that were open the last time that you closed the last drawing, or quit the program are automatically re-opened (in their previous positions) when you open your first drawing. You may open a library by selecting the **Open SmartDrawing Library** command in the **Libraries** menu. This presents the Open SmartDrawing Library dialog.

Minimizing Library Windows

You can minimize a SmartDrawings window by clicking on the minimize button in the top right hand corner. This changes the window to an icon that floats in front of your drawing. Double-clicking on the icon opens up the window again. This feature is useful if you have limited screen space and want to temporarily hide a SmartDrawing window.

Creating a New Library

You can create your own SmartDrawing Libraries, and add new shapes to existing libraries.

Editing an Existing SmartDrawing

You can change the parameters (but not the picture) of an existing drawing. To do this 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 show towards the bottom of the SmartDrawing Menu: **Small Buttons**, **Medium Buttons**, and **Large Buttons**. Select the button size that best suits your library and display.

Symbol Names

Each symbol in a library may be assigned an optional name using the Edit SmartDrawing dialog. This is the name that shows in the ToolTip when the cursor is moved over the symbol in the SmartDrawing window. It is also the name that is shown when the **Names** command is used to change the buttons in the SmartDrawing window to show the names you assign to each SmartDrawing instead of their picture.

The naming feature is useful when more detail is required than an image might show. For example, an IBM PS/2 computer may appear to be similar to another PC when looking at the thumbnail image shown on the SmartDrawing buttons. Their names are quite different however, and showing the names in a ToolTip makes them easily distinguishable.

Names are also used when searching for a symbol by <u>word</u>. Additional keywords to be matched in searches may be entered following the name and a semi colon, separated by a space. Words after the semi colon are not displayed in the ToolTip, or when names are shown on the buttons.

Sharing Libraries

Libraries can be shared by multiple users on a network, or by multiple document toolbars used by the same user. When a library is opened more than once, the second and later clients open the library as read-only. Only the first client to open the library has write permission. Read-only libraries cannot be edited, and symbols cannot be added or removed.

Creating Your Own Objects

Joining Lines to Make a New Shape

You can create a new shape by joining together any collection of lines and curves that form a closed loop, using the **Join to Make a New Shape** command, under the Line menu.
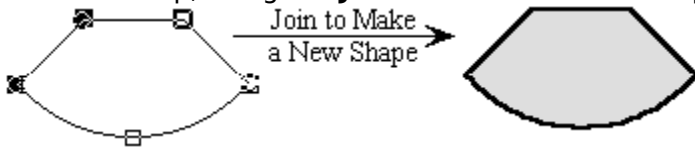
The new shape created is like any other: It can be filled. It can be rotated and you can type text into it.   You can also drop it on a **SmartDrawing Window** or **Document Toolbar** to create new SmartDrawing symbol. Shapes created this way are called **Polygon Shapes**. They have continuous connect points, and text editing areas that are assigned automatically. If the lines do not quite touch each other to form a closed loop, the **Join** command will fail.

Changing Existing Shapes

Any of the 24 built-in SmartDraw shapes, and **Polygon Shapes** made by joining lines, can be split apart into their component lines and curves using the **Edit Shape Outline** command under the Shapes menu. This is the reverse of the **Join** command above.
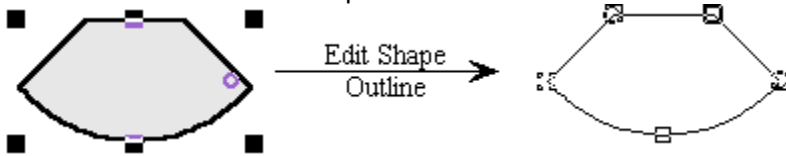
Once separated into lines and curves, the outline of the shape can be adjusted and then re-combined into a re-designed shape.

Grouping

You can combine shapes and lines into new grouped objects, using the Group command.

Adjusting Shapes

The outline of many of the standard toolbar shapes can be adjusted. The degree of roundness of rounded rectangles, the angle between the vertical and horizontal sides of a parallelogram are all potentially variable. The defaults for these quantities can be adjusted when <u>editing the toolbar</u>. The outlines of objects already in the drawing can be also be adjusted by clicking on their **Adjustment Handles**.
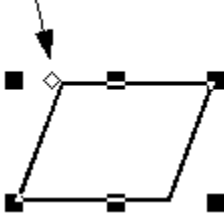
To adjust the outline of an adjustable shape, click and drag on the open diamond-shaped handle that appears when an adjustable shape is selected. You can see the effect of the changes you are making in real time as shown by a temporary dotted image. Release the mouse and the shape changes its outline to match the dotted image.

Grouping

The **Group** command under the Draw menu combines selected objects into an **Object Group**. The **Ungroup** command reverses the effect of the Group command. Grouping objects that are already in a group with other objects simply combines them all into a single group. There is no hierarchy of groups.

Object groups behave as a single object in some respects, and as individual objects in others.

The following operations treat a group as a single object.
- Clicking on any member of the group selects the group.
- Changing properties (color, thickness, font etc.) affects all members of the group.
- Moving the group moves all members of the group.
- Sizing the group sizes all members of the group.
- Rotation rotates the group as if it were a single object.
- Flipping reflects the group as if it were a single object.
- Duplicating, copying and pasting applies to the group as a whole.

The following operations treat a group as a individual objects
- Lines <u>link</u> to individual objects within a group.
- Text is edited and entered independently for each object in the group.
- Drawings remain attached to individual group members after they are grouped.
- Shapes attach to connectors and other shapes as individual objects

You cannot <u>attach</u> a drawing to a group. You must first ungroup, attach it to a member and then re-group.

Grouping objects that are already in a group with other objects simply combines them all into a single group. There is no hierarchy of groups.

Creating Shapes with Multiple Text Entry Areas

Grouping can be used to create shapes with more than one text entry area, by combining two or more shapes together.
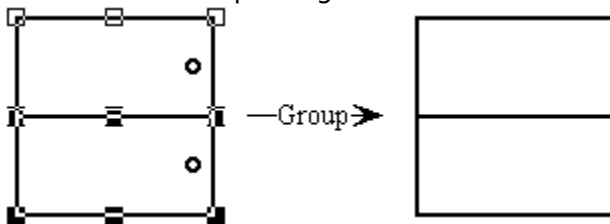
Because this group is composed to two separate rectangle objects, text can be entered independently in the top and bottom half. Both halves of the group will grow to maintain it symmetry as text is entered.

Adding Groups to SmartDrawing Libraries

A grouped object may be added to a SmartDrawing Library as a new symbol by simply dragging it onto a SmartDrawing window. Groups retain their properties as SmartDrawings, and are added as a grouped object when introduced into a drawing.

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.
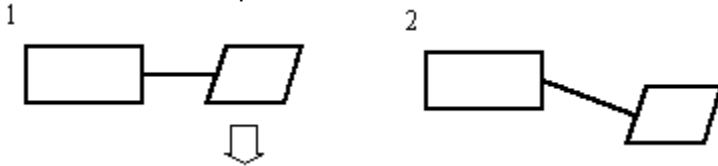
Creating a Link

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.

Linked Lines and "kinks"

Sometimes the line connecting the shapes is not perfectly straight. The **best way to avoid this problem** is to set the snap to grid feature so that the **center of shapes** snap to the grid. If the lines used to link the shapes are attached at the center of the sides of the shapes, the connecting lines will be perfectly straight. Note that the snap to grid in drawings created with versions 1.0 and 2.0 is **NOT** set this way. Go to the Define Rulers and Grid command under the Edit menu to correct this.

Another way to correct this problem is by adjusting the shape positions with the arrow keys. If you select a line or shape by clicking on it, you can adjust its position by 1 screen pixel up, down, left or right by typing the arrow keys on the keyboard. Use this feature to fine tune the position of objects without regard to the Snap-to Grid.

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.

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, Fit to Window**, and **Custom**, 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. You can also click in the background of the drawing with the **right mouse button** to change the view.

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 **Custom** selection presents the **Set Window Scale Dialog**. This allows you to set the scale to any values between 5% and 400%.

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 Grids

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

The scale and size of the divisions on the rulers, and whether they are displayed or not, is controlled using the **Set Rulers and Grids Dialog**.

The number of units for each major division on the ruler is set by entering a value for **Show**. Major divisions can either occur every inch or centimeter on the screen. This is set using the **Inch** or **cm** radio buttons. If the **Show** value is not a whole number, the major divisions are scaled to slightly more or less than an inch (cm) so that they are separated by whole number of units. In this case, one major division on the screen is not one inch (cm) when printed out.

The actual units chosen using the drop down list do not change the appearance of the rulers, but do affect the units shown for lines with automatic dimensioning.

The number of divisions per major division can also be set using radio buttons, with a choice of 8, 10, 12, or 16.

The rulers can be hidden by checking or unchecking the checkbox in the dialog.

This dialog is also used to control the way shapes align to the snap-to grid. The default setting snaps the centers of shapes to the grid. This is important if line linking is used to connect shapes because it ensures that the lines connecting the centers of shapes remain perfectly horizontal or vertical.

The size of the ruler divisions controls the spacing of the **Snaps**, and the **Visible Grid**. The snaps are turned on and off with the **Use Snaps** command under the Draw menu. The grid is shown or hidden with the **Show Grid** command under the View menu.

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.

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.

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.

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.

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

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.

When a new drawing is created using the **New** button on the toolbar, or automatically when the program starts up, ***SmartDraw*** can create one in one of three ways.

- It can create a new empty drawing with the normal defaults.

- It can look for the file "SMRTDRAW.SDT" and attempt to open it as a new untitled drawing, or template. SMRTDRAW.SDT must be stored in the same DOS directory as the program.

- It can present the Template Dialog allowing you to pick a template for the new drawing. [This is never called from the toolbar button]

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

Make your choice by selecting the appropriate radio button.

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.

Checking this box causes an attached drawing to open in the maximized state, rather than as an overlapped window.

At magnifications of 50% or below, the boundaries of the currently chosen page size are shown as dotted lines. Selecting the **All Magnifications** radio button causes these lines to be displayed in all magnifications.

For large drawings that have lots of complex symbols redrawing in the **Fit to Window** view can sometimes be time consuming. In these cases, you can increase redraw speed by choosing to draw only a rectangular frame instead of the whole image in this view, either always, or only when the symbol is small.

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

Page Lines

Quick Previews

Attach

Hints

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**.

All of the SmartDraw Templates that ship with SmartDraw are installed into file system directories (folders) inside the SmartDraw program folder. Each of these folders represents one of the template categories shown in the Template Dialog.. The template files themselves have a file extension of *.SDT and reside in the category folders. If you are experienced in the use of the file system you can create your own categories by adding new folders to the program folder and then saving template files into them.

Opening

SmartDraw ships with a broad selection of templates that are displayed in the Template dialog , whenever the **New** command is used to create a new drawing. Selecting a template from this dialog creates a new drawing that is a copy of the template. Changes made to this copy do not affect the original.

Template can also be opened using the **Open** command. 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.

Creating Templates

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

Unless you create the new template file in one of the existing category folders within the program folder, it will not show using the Template dialog.

Empty 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 empty 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 <u>selection handles</u>. Use the <u>Typeface</u> 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.

Cut, Copy and Paste

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

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 <u>Object Linking and Embedding (OLE)</u> 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 <u>SmartDrawing</u>.

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 <u>graphic formats</u> supported by *SmartDraw*, a <u>Picture Object</u> 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 <u>selected</u> 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.
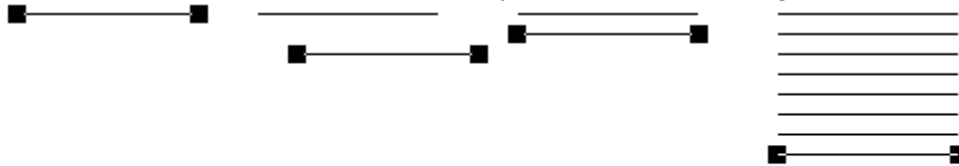
Step 1 - Draw a line   Step 2 - Duplicate it   Step 3 - Adjust the offset   Step 4 - Duplicate again and again

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 <u>copying</u> 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.

Drag and Drop

You can embed SmartDraw objects in a client using drag and drop. Simply select the objects that you want to embed and, instead of copying them, simply move them to Word,

or your client program, by dragging. Do this is exactly the same way that you would move a group of objects from one part of the SmartDraw drawing area to another. Unless you hold the **Ctrl** key down while you do this, the objects will be removed from the SmartDraw drawing. If you hold down the **Ctrl** key the objects will be copied, rather than moved.

SmartDraw is an OLE 2.0 Server. It not an OLE Client.

Some Metafiles are not Supported

SmartDraw will not import or paste certain metafiles that contain rarely used obsolete instructions. If you encounter this message, please contact us at mail@smartdraw.com and send us a copy of the metafile that will not import.

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 **Files of Type** control changes the 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. **SmartDraw** supports import and export of files in Windows Metafile, and several bitmapped formats, including, BMP, PC PaintBrush (PCX), GIF, JPEG and TIFF. GIF files can be exported with a transparent background for use with World Wide Web pages.

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 **Save As Type** control changes the format of the exported file. **SmartDraw** supports import and export of files in Windows Metafile, and several bitmapped formats, including, BMP, PC PaintBrush (PCX), GIF, JPEG and TIFF. GIF files can be exported with a transparent background for use with World Wide Web pages.

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

Send

The Windows 95 version of SmartDraw supports the standard **Send** command found on the file menu. This sends your current document, or all open documents, to an email address embedded in an email message.

Exporting to Web Pages

SmartDraw supports both of the standard image formats used in pages for the World Wide Web (WWW): JPEG and GIF.

When exporting to GIF you can specify a background color that will appear to be transparent when viewed with most web browsers, and whether the exported file should be in interlaced or non-interlaced format. Interlaced images display more quickly than non-interlaced, but take longer to come into focus. These options are specified in the **GIF Format Options Dialog**. This is displayed automatically each time a file is exported in GIF format.

Note that the transparent option may not work correctly if your system is using more than 256 colors.

Picture Objects

When pictures from other programs are <u>imported</u> or <u>pasted</u> 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 <u>moved</u> and <u>arranged</u> like any other object. Normally they may only be <u>sized</u> 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.

You can change the   way pictures change size using the <u>Shape Sizing</u> dialog. To bring this into view, select the picture and then select the **Pictures** menu item under the Shapes menu.

Unlike shapes, when you try an enter text inside a picture object, it goes underneath instead of inside. Text underneath (or above) pictures and <u>SmartDrawings</u> may be selected separately and assigned borders and other attributes.

Pictures may be given borders using the <u>Shape</u> menu, but not fill colors.

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.

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.

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.

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.

Pressing this button brings the <u>Define Footer</u> dialog into view. This lets you control the position and font of the page footers.

Checking this causes a footer showing the number of the page to be printed at the bottom of each page. You can control the font and position of this footer by pressing the Define Footer button.

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.

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

Controls 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 print only objects that are <u>Selected</u> .

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

Define Footer Dialog

The **Define Footer Dialog** allows you to control the placement of footers at the bottom of each printed page. A footer shows the name of the drawing, the page number and the current date and time combined into a string.

The dialog is accessed from the Print Dialog via the **Define Footer** button. This becomes visible when the checkbox labeled **Print Page Footers** is checked.

There are two sets of controls: Using the **Position** radio buttons, you can position the footer at the very bottom of the printable area of the page, or 1/4 inch or 1/2 inch above the bottom.

Pressing the **Font** button displays the Windows **Font Dialog**. This lets you choose the font, size and style for the footer text. A point size of 10 or less is recommended.

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 Footers

Print No Color

Print on One Page

Define Footer

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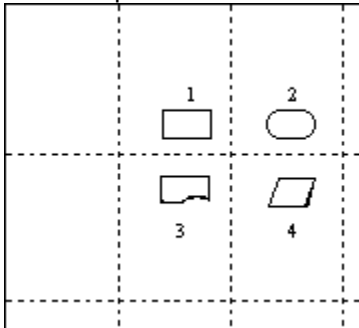
In the example above, four pages will be printed, marked 1,2,3, and 4. The most top-left of the pages that contain the drawing is printed as page 1. The remaining pages are then printed, starting with the next page in the same row as page 2, and then forward to the bottom right across each row.

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.

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.

Select the paper size from the list.

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

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.

Print Preview

The **Print Preview** command enters Print Preview mode.

The Print Preview button on toolbar can also be used as a shortcut for this command.

In print preview mode, the program window shows a representation of a printed page. For drawings that require more than one page to print, the scrollbar on the right controls which page is previewed. The current page number is shown at the top left of the toolbar. The toolbar also has three buttons: **Close**, which ends the preview mode, **Print**, which ends the preview and presents the Print dialog , and a Help button.

Note that if the last time that you printed, you selected Print on One Page, the preview will show the whole drawing printed on one page.

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

SmartDraw Menu Commands

File Menu

Edit Menu

View Menu

Shape Menu

Line Menu

Text Menu

Draw Menu

Libraries Menu

Window Menu

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.

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 Preview
Enter Print Preview mode.

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.

Send
Presents the Send Mail dialog. This menu item is only visible on mail-enabled systems.

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.

View Menu

Fit to Window

Displays the whole <u>drawing area</u> in the window.

Fit to Page

Displays the drawing <u>scaled</u> 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.

Custom

Displays the Set Window Scale dialog.

Background Color

Changes the color of the drawing <u>background</u>.

Show Toolbar

Shows or hides the <u>Toolbar</u>.

Define Rulers and Grid

Displays the <u>Rulers and Grids Dialog</u>.

Show Grid

Shows or hides the visible <u>grid</u>.

Line Menu

Style

Controls the thickness and pattern of <u>lines</u>.

Color

Controls the color of lines.

Change Line Shape/Change Connector Shape

Changes the shape of <u>lines</u> and <u>connectors</u>.

Arrowheads

Presents the <u>Arrowhead Dialog</u>, that allows you to add arrowheads to lines and curves.

Show Length

Causes the line to <u>show its length</u> using the ruler scale.

Join To Make a New Shape

<u>Combines</u> lines and curves into a new fillable shape.

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 or on a line.

Insert Symbol

Present the Insert Symbol Dialog.

Bullets

Changes the text format to show bullets with each paragraph.

Shadow

Hides or shows the current text shadow for individual objects.

Draw Menu

Align

Aligns selected objects with the target object.

Make Same Size

Makes selected objects the same size as the target object.

Space Evenly

Arranges a collection of objects so that they are spaced apart by an equal distance.

Flip

Reflects the shape or line about a horizontal or vertical axis through its center.

Rotate

Rotates shapes and lines.

Center Drawing on Page

Centers the entire drawing on the page.

Group

Combines the selected object into a group that behaves like a single object.

Ungroup

Breaks a group up into its component objects.

Bring to Front

Brings selected objects in front of un-selected objects.

Send to Back

Sends selected objects behind un-selected objects.

Hide Shadow

Hides or shows the current shadow for individual lines and shapes.

Lock Object

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

Attach

The commands on this sub menu <u>associate</u> other drawing files with an object.

Use Snaps

Turns the <u>snap</u> mechanism on and off.

Allow Lines to Link

Turns on and off the ability for lines to <u>link</u> to other objects.

Allow Shapes to Link.

Turns on and off the ability for shapes to <u>link</u> to other objects.

Libraries Menu

Open SmartDrawing Library

Presents the Open SmartDrawing Library dialog.

Create New Library

Creates a new (empty) SmartDrawing library and opens it.

Close Library

Closes the front 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.

Name

Shows the name of the SmartDrawing on the button instead of its picture.

The remaining items on the menu list the recently opened libraries. Selecting one of these items either opens the library or brings its window to the front.

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.

Connecting to the Web

The **Browse SmartDraw Web Page** and **Get Technical Support** commands connect your web browser to our web site. These commands may not work if your browser does not follow the Windows standard for registration.

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 sales invoice if you purchased directly from SmartDraw Software.

If you purchased at a retail location, your number is shown on the half of your registration card that you keep. YOU MUST return the registration card BEFORE you can get registered support.

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.

Using the Web

Please visit our World Wide Web site. Here you will find news of the latest releases, patches, tips and useful information. If your web browser is installed in the right (Microsoft) way, you can connect by simply selecting the <u>Browse SmartDraw Web Page</u> command, under the Help menu.

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:

support@smartdraw.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 <u>Troubleshooting</u>.

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:

support@smartdraw.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

To get instant information about the most common user problems, use the <u>Get Technical Support</u> command under the Help menu to connect to our technical support web pages.

Below are some answers to common problems.

GPF

SmartDraw should never crash with a GPF. If this happens under Windows 95, there are two things to check:

1. Adobe Type Manager.

If the Details of the GPF show that it occurred in the module **ATM32.DLL**, then the problem is caused by a bug in the Adobe Type Manager (ATM). This is a piece of software supplied by Adobe Systems that has been installed on your system by some other program. It is started automatically each time your system starts.

SmartDraw makes a legitimate Windows call that causes older versions of ATM to GPF. The solution is either to (a) remove ATM from your system. [It is not particularly useful since Windows now includes scaleable fonts], or (b) get an up-to-date version of ATM from Adobe.

2. Graphics Acceleration Setting

Some graphics controller boards use some hardware optimizations in attempt to speed up common graphics operations. Leaving these features turned on can cause graphic-intensive applications like SmartDraw to fail. To turn these optimizations off go the Windows 95 Control Panel and open the System icon. Go to the Performance tab and press the Graphics button. Move the slider control all the way to the left, to turn off graphics acceleration. Now press OK and restart your application.

If the GPF persists, please report it to support@smartdraw.com.

Printing

This is by far the most common area for problems. Many of these issues are caused by buggy printer drivers. If you encounter a printing problem, the first thing to do is to try the latest version of the printer driver. You can get these for HP printers from the HP forum under Compuserve, in the Windows Software area under America Online (Look in Drivers/Printers), or by calling Microsoft at 1-800-426-9400). Here are some of the more common printer problems.

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 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.

Q. My drawing looks completely wrong when I print it.

A. Some earlier versions of HP LaserJet printer drivers for Windows are not very reliable. If your print-out has text in the wrong place, or lines and shapes are jumbled up, try installing the latest printer driver for your printer. For HP printers, you can get these from HP's forum on Compuserve.

Q. I get no text when I print.

A. Check your system resources. If they are below 50%, re-start Windows and try printing again.

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.

If you have this problem in WordPerfect, get WP 6.1 or later. If you are printing to a LaserJet use the Microsoft printer driver, not the WP driver.

*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.

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.

Press this button to add new styles, or change the settings for existing styles.

Creates a new drawing or library.

Shows the list of styles to choose from.

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Land:_____E-mail:_____

Telefoon:_____Fax:_____

BTW-Nummer:|B|E|-|_|_|_|_|_|_|_|_|_| (Belgische bedrijven)

Ja! SmartDraw bevalt ons. Wij bestellen hierbij:

Aantal:	Produkt	Prijs p.stuk:	Totaal:
...	SmartDraw 10 PC license	fl 595,00/7885 BF	......
...	SmartDraw 100 PC license	3400,00/62900	......
...	Extra set handleiding + disks	15,00/275	......
...	SmartDraw Flyers Coll. 10 PC	240,00/4450	......
...	SmartDraw Flyers Coll. 100PC	1700,00/31450	......
...	Images with Impact! (1 user)	119,11/2203	......
.1.	Verzendkosten	7,23/136	......

```
                                            +------
                                 Subtotaal: ......
                                 BTW 17,5%: ......
                                            +------
                                    Totaal: ......
                                            ======
```

Betaalwijze:

[ ] (NL+B) Bijgesloten betaalcheque of girobetaalkaart.   Datum: ___-___-_____

[ ] (NL) Overmaking naar Postbank 43.28.577.   Handtekening:
[ ] (B) Overmaking naar Postcheque 000-1656064-80.
[ ] (NL+B) Op rekening (overheid en grootbedrijf)._____

Waar vond u deze evaluatie-versie van SmartDraw? _____

Voor welke doeleinden gebruikt u SmartDraw? _____

Bedrijven en instellingen in België, vermeld uw BTW-nummer zodat wij u geen BTW in rekening hoeven te brengen!

*Prijzen **exclusief 17,5% BTW,** onder voorbehoud geldig t/m **31-12-97**. Bel na die datum voor actuele prijzen.*

CopyCats Software & Services behoudt zich het recht voor om verzoeken tot levering-op-rekening te weigeren.

Onderwijsgevenden opgelet: Informeer naar onze speciale onderwijslicenties!

Goede redenen om voor SmartDraw te kiezen:

- Met SmartDraw kunt u snel aan de slag. Het programma is snel te leren. en door het praktische en gebruiksvriendelijke ontwerp komt u meteen tot resultaten.
- SmartDraw is krachtig en compleet uitgevoerd, zonder u het zicht te ontnemen met allerlei mogelijkheden die u waarschijnlijk nooit zult gebruiken.
- SmartDraw werkt als OLE-server probleemloos samen met uw office-applicaties.
- SmartDraw heeft alle benodigde symbolen voor het tekenen van organisatie- en procesdiagrammen volgens officiële normen. Het biedt daarnaast symbolen uit diverse specifieke vakgebieden, en u kunt gemakkelijk uw eigen symbolen toevoegen.
- SmartDraw wordt goed ondersteund.
- SmartDraw is bijzonder vriendelijk geprijsd.
- SmartDraw heeft in de vakpers alleen goede tot uitmuntende recensies gehad. Bijvoorbeeld..:

Best Graphics Program of 1995 (S.I.A.F. Award)
Gold Product Award (PC Plus Magazine, UK)
"..simple elegance..", "..a delight.." - PC Magazine, USA July 1995
Best Business Program - Ziff Davis Awards (PC Magazine) 1996
"SmartDraw 2.0 zeichnet sich durch exzellentes Preis-Leistungs-Verhältnis
und hohe Flexibilität aus" (PC Direkt 3/96, Germany)

..en SmartDraw is sindsdien alleen maar beter geworden!

SmartDraw add-ons:

SmartDraw kan meer dan alleen diagrammen maken! Het programma is geschikt voor allerlei vormen van zakelijke illustraties - denk aan grafieken voor overheadsheets, afbeeldingen voor home-pages, uitnodigingen, aankondigingen enzovoort. Om de zeggingskracht van uw werk nog verder te vergroten, biedt SmartDraw Software Inc. twee los leverbare verzamelingen met kant en klare illustraties:

SmartDraw Flyers Collection:

Met de SmartDraw Flyers Collection krijgt u een collectie van **300** templates en backdrops (pagina-grote achtergrondillustraties) in handen voor het maken van folders, posters, aankondigingen en dergelijke. Het bevat illustraties voor feestdagen en zakelijke gelegenheden zoals memo's, diploma's, uitnodigingen, rapporten, enzovoort. De diverse elementen van deze afbeeldingen kunt u ook als losse clip-art gebruiken.

Images with Impact!

"Images with Impact!" van 3G Graphics Inc. is een grote collectie clipart-plaatjes van hoge kwaliteit. De verzameling bestaat uit meer dan 1000 schaalbare .WMF-bestanden, die u in SmartDraw en diverse andere Windows-applicaties kunt gebruiken en die zonder kwaliteitsverlies vergroot en verkleind kunnen worden. Categorieën zijn o.m.: Feestdagen, Gezondheid, Huis, Kantoor, Sport, Vakantie en Zakelijk. U kunt de plaatjes aan uw eigen symboolbibliotheken toevoegen. U vindt ook achtergronden voor folders en brochures e.d. in deze verzameling. Een aantal voorbeelden van de plaatjes uit de Images with Impact!-collectie vindt u in de Clipart-symboolbibliotheek van SmartDraw's evaluatieversie. *Er is géén overlap tussen deze collectie en de Flyers Collection!*

SmartDraw Bestellformular: Deutschland

bitte ausdrucken mit "Thema drucken" in obigem Menü.

Als deutscher SmartDraw-Anwender können Sie die Vollversion einfach bei CopyCats Software & Services, der niederländischen Vertretung von SmartDraw Software Inc., anfordern.   Bitte füllen Sie dieses Formular aus und senden Sie es zusammen mit Ihrer Bezahlung an:

```
 Postbus 1088               E-mail 100121.1562@compuserve.com
 NL-1700BB Heerhugowaard     UID-Nr. NL-185.152.119.B01
 Niederlande                Bankverb.: Postbank Saarbrücken
 Telefon/Fax:+31.72.57.45.993  Kto.Nr. 556.33-666 BLZ. 590.100.66
```

SmartDraw wird ab Lager geliefert. Falls das Zeitlimit dieser Testversion abgelaufen ist und Sie dennoch sofort weiter arbeiten möchten, setzen Sie sich bitte mit CopyCats in Verbindung.

Die SmartDraw Vollversion, das **SmartDraw Combo-Pack**, kostet nur DM 107,50 inklusive MwSt. Für diesen Betrag erhalten Sie:
- **Die neuesten Vollversionen für Win 3.1x (16-bit) und Win95/NT (32-bit);**
- **Mehr als 1000 zusätzliche Symbole, Smartdrawings und Templates;**
- **Ein praktisches, professionell gedrucktes SmartDraw-Handbuch mit Index;**
- **Anspruch auf technische Unterstützung;**
- **Benachrichtigung bei Erscheinen einer neuen Version;**

Einzeln erhältlich sind außerdem die *SmartDraw Flyers Collection* (300 ganzseitige Hintergrundbilder) und *Images with Impact!* (Clipart-Bilder). Weitere Einzelheiten zu diesen Produkten finden Sie auf Seite 3.

Die Produkte auf dieser Seite sind für je einen Benutzer (auf max. zwei Rechnern) bestimmt. Bitte benutzen Sie das Formular für Mehrfachlizenzen auf Seite 2, wenn in Ihrem Unternehmen sechs oder mehr Personen SmartDraw einsetzen wollen.

```
Name    : _____  _
Firma   : _____   _____
Straße  : _____   _____
PLZ     :_____Ort:_____  _____
Land    :_____  _____E-mail:_____  _____  __
Telefon:_____  _____Fax:___   _____
UID-Nr (Firmen): |D|E|-|_|_|_|_|_|_|_|_| (Sieh unten)
```

Ja, SmartDraw gefällt mir! Hiermit bestelle ich:

```
Menge: Bezeichnung:                Einzelpreis  Gesamtpreis:

 ...    SmartDraw Combo-Pack          107,50      .......

 ...    SmartDraw Flyers Collection    39,00      .......

 ...    Images with Impact!          135,00      .......

 .1.    Versandkosten                 10,00      ..10,00
                                                 -------

                                     Summe:      .......
                                                 =======
```

Anm.: Alle Preise inklusive 17,5% Niederländischen MwSt.   Firmen: Falls Sie Ihre gültige, neunstellige UStID.-Nr. angegeben haben, berechnen wir die Preise ohne MwSt.! Um auf den Nettopreis zu kommen, teilen Sie bitte die Summe durch Faktor 1,175.

```
Ich zahle per:                          Datum: ...-...-19...
[ ] Scheck (beiliegend)                 Unterschrift:
[ ] Überweisung auf Postbankkonto (siehe oben)
[ ] Auf Rechnung (Großbetriebe/Behörden*)        *: Bitte nur mit offiziellem Kaufauftrag auf
```
Briefbogen oder mit Stempel. CopyCats S&S behält sich das Recht vor, bestimmte Anträge auf Lieferung gegen Rechnung

abzulehnen.

Wo haben Sie diese Testversion erhalten?: _____

Vielen Dank für Ihren Auftrag!
SmartDraw Bestellformular: Deutschland / Mehrfachlizenzen
bitte ausdrucken mit "Thema drucken" in obigem Menü.

Mit diesem Formular können Sie Mehrfachlizenzen von SmartDraw bestellen. Mehrfachlizenzen lohnen sich bereits ab sechs Anwendern. Bei einer Mehrfachlizenz erhalten Sie ein Exemplar der Vollversion (Software und Handbuch). Sie können jede erwünschte Kombination von Einzel-, Zehner- und Hunderter-Lizenzen bestellen. Bitte füllen Sie dieses Formular aus und senden Sie es zusammen mit der Bezahlung oder mit offiziellem Kaufauftrag an:

```
Postbus 1088                  E-mail 100121.1562@compuserve.com
NL-1700BB Heerhugowaard       UID-Nr. NL-185.152.119.B01
Niederlande                   Bankverb.: Postbank Saarbrücken
Telefon/Fax:+31.72.57.45.993  Kto.Nr. 556.33-666 BLZ. 590.100.66
```

SmartDraw wird ab Lager geliefert. Falls das Zeitlimit dieser Testversion abgelaufen ist und Sie dennoch sofort weiter arbeiten möchten, setzen Sie sich bitte mit CopyCats in Verbindung.

Bei Bestellung von SmartDraw erhalten Sie:
- **Die neuesten Vollversionen für Win 3.1x (16-bit) und Win95/NT (32-bit);**
- **Mehr als 1000 zusätzliche Symbole, Smartdrawings und Templates;**
- **Ein praktisches, professionell gedrucktes SmartDraw-Handbuch mit Index;**
- **Anspruch auf technische Unterstützung;**
- **Benachrichtigung bei Erscheinen einer neuen Version;**

Einzeln erhältlich sind außerdem die *SmartDraw Flyers Collection* (300 ganzseitige Hintergrundbilder) und *Images with Impact!* (Clipart-Bilder). Weitere Einzelheiten zu diesen Produkten finden Sie auf Seite 3.

```
Name    : _____  _
Firma   : _____  _____
Straße  : _____  _____
PLZ     :_____Ort:_____  _____
Land    :_____E-mail:_____  _____  __
Telefon:_____Fax:____  _____
UID-Nr (Firmen): |D|E|=|_|_|_|_|_|_|_|_|_|(Sieh unten)
```

Ja, SmartDraw gefällt uns! Wir bestellen hiermit:

```
Menge:  Bezeichnung:                 Einzelpreis*:  Gesamtpreis:
 ...    SmartDraw 10er PC-Lizenz        DM 560,00      ......
 ...    SmartDraw 100er PC-Lizenz          4480,00      ......
 ...    Extra-Set Handbuch und Disketten     15,00      ......
 ...    Flyers Collection 10er PC-Lizenz    225,00      ......
 ...    Flyers Collection 100er PC-Lizenz  1598,00      ......
 ...    Images with Impact! (Einzellizenz)  114,89      ......
 .1.    Versandkosten                         7,23      ..7,23
                                                    +------
    MwSt. 17,5% (nur wenn keine UID-Nr. angegeben ist):  ......
                                                    ------
                                          Summe: DM ......
                                                    ======
Wir zahlen per:                    Datum: ...-...-19...
```

```
[ ] Scheck (beiliegend)                          Unterschrift:
[ ] Überweisung auf Postbankkonto (siehe oben)
[ ] Auf Rechnung (Großbetriebe/Behörden*)        _____
```

*: Bitte nur mit offiziellem Kaufauftrag auf Briefbogen oder mit Stempel. CopyCats S&S behält sich das Recht vor, bestimmte Anträge auf Lieferung gegen Rechnung abzulehnen. *Die Preise auf diesem Blatt sind exklusive 17,5% Niederländischen MwSt.*

Vielen Dank für Ihren Auftrag!

Gute Gründe, sich für SmartDraw zu entscheiden:

• Sie haben SmartDraw schnell im Griff! Das Programm ist leicht zu erlernen und dank der intuitiven Bedienung kommen Sie schnell zum gewünschten Ergebnis.

• SmartDraw ist ein mächtiges, komplett ausgestattetes Programm mit hervorragendem Leistungsumfang, bei dem Sie aber nicht wegen überflüssiger Funktionen die Übersicht verlieren.

• SmartDraw arbeitet als OLE-Server reibungslos mit Ihren Office-Anwendungen zusammen.

• SmartDraw verfügt über all die wichtigen Symbole, die Sie benötigen, um Organisationsplanung und Ablaufdiagramme nach internationalen Standards zu erstellen. Zusätzlich finden Sie zahlreiche Symbole für viele unterschiedliche Fachbereiche, und sie können problemlos eigene Symbole erstellen und verwenden.

• SmartDraw ist äußerst preiswert.

• SmartDraw erhielt bislang ausschließlich gute bis hervorragende Beurteilungen in der Fachpresse. Einige Highlights:

Best Graphics Program of 1995 (S.I.A.F. Award)
Gold Product Award (PC Plus Magazine, UK)
"..simple elegance..", "..a delight.." - PC Magazine, USA July 1995
Best Business Program - Ziff Davis Awards (PC Magazine) 1996
"SmartDraw 2.0 zeichnet sich durch exzellentes Preis-Leistungs-Verhältnis
und hohe Flexibilität aus" (PC Direkt 3/96, Germany)

...und seither wurde SmartDraw sogar noch wesentlich verbessert!

SmartDraw Flyers Collection:

Die SmartDraw Flyers Collection enthält 300 ganzseitige Hintergrundbilder für den geschäftlichen und privaten Einsatz. Diese Sammlung eignet sich besonders für Poster, Bekanntmachungen, Einladungen, Rundschreiben, Faltblätter usw.

Images with Impact!

"Images with Impact!" von 3G Graphics Incorporated ist eine riesige Bildersammlung von höchster Qualität. Images with Impact! enthält über *eintausend* WMF-Dateien (manche in Farbe), die mit SmartDraw und zahlreichen anderen Windows-Programmen benutzt werden können. Die Bilder können ohne Qualitätsverlust vergrößert und verkleinert werden und man kann sie sogar in die eigenen Bibliotheken einfügen. Themen sind u.a.: Büro, Feiertage, Ferien, Geschäft, Gesundheit, Heim und Sport. Auch Hintergründe für Faltblätter usw. sind Teil dieser Kollektion. *Es gibt keine Überschneidung zwischen den Inhalten von Images with Impact! und der Flyers Collection.*

Bon de commande (licence individuelle)

[Faites FICHIER|IMPRIMER LA RUBRIQUE pour imprimer le bon de commande]

Paiement par chèque bancaire ou postal, eurochèque ou carte de crédit (MasterCard et Visa).
Veuillez adresser ce bon de commande à :

WindowShare SARL	Téléphone : +33 87 30 85 57
46-48, route de Thionville	Télécopie : +33 87 32 37 75
Zone de Maison-Neuve	Minitel : 3615 WinShare
57140 WOIPPY	CompuServe : Go WSHARE

Nom _____

Société _____

Adresse _____

Adresse _____

Code postal _____ Ville _____

Pays _____

Téléphone _____

Numéro de carte de crédit _____

Date d'expiration _____/_____

Prix valables jusqu'en Décembre 1997

Licence individuelle

Cette licence permet l'utilisation de SmartDraw sur un seul ordinateur ou sur deux au maximum, à condition qu'ils soient utilisés par la même personne. Elle inclut une copie du programme et sa documentation.

SmartDraw 3.0 COMBO PACK………   Copies _____ x FF 425………   _____

(Deux versions: une pour Windows 3.1 et une pour Windows 95)

Dessins et Modèles de documents

SmartDraw Flyers Collection.. Copies _____ x FF 210 …………   _____

SmartDraw Flyers Collection est un ensemble de 300 modèles de documents et de SmartDrawings (des dessins de toutes catégories) conçus pour vous aider à réaliser des prospectus, des posters, des écriteaux, des panneaux...

Images with Impact…………   Copies _____ x FF 590…………_____

Images with Impact est une collection de 1000 images vectorisées (au format WMF) pouvant être importées dans SmartDraw ainsi que dans d'autres programmes Windows.

Port (25FF métropolitaine, 35F outremer et étranger)   **_____**

Total (TVA 20,6% incluse) :   **_____**

Paiement par : carte de crédit _____   chèque bancaire _____
Disquettes 3.5" Disks (1.44MB) seulement
Veuillez nous contacter pour des licences multiples

Licences multiples

Cette licence vous permet d'utiliser SmartDraw sur un certain nombre d'ordinateurs utilisés au même endroit (c'est une licence sur site) ou sur le même réseau. Elle n'inclut qu'une copie du programme et de sa documentation. Il vous est possible de combiner des licences pour 1, 10 ou 100 ordinateurs de façon à s'adapter à vos besoins.

SmartDraw 3.0 COMBO PACK*(Deux versions: une pour Windows 3.1 et une pour Windows 95)*

10 Ordinateurs ou moins…………

100 Ordinateurs ou moins………

Manuels et disquettes supplémentaires………

Dessins et Modèles de documents

SmartDraw Flyers Collection

10 Ordinateurs ou moins…………

100 Ordinateurs ou moins………

SmartDraw Flyers Collection est un ensemble de 300 modèles de documents et de SmartDrawings (des dessins de toutes catégories) conçus pour vous aider à réaliser des prospectus, des posters, des écriteaux, des panneaux...

Images with Impact

Images with Impact est une collection de 1000 images vectorisées (au format WMF) pouvant être importées dans SmartDraw ainsi que dans d'autres programmes Windows.

Winner Best Graphics Program - Shareware Industry Awards 1995
(Vainqueur dans la catégorie Programmes de dessin
aux "Oscars" 1995 de l'industrie du Shareware)

SmartDraw Flyers Collection

SmartDraw Flyers Collection est un ensemble de 300 modèles de documents et de SmartDrawings (des dessins de toutes catégories) conçus pour vous aider à réaliser des prospectus, des posters, des écriteaux, des panneaux et toutes sortes de documents d'une seule page. Il contient des modèles prédessinés répondant à la plupart des besoins (prospectus pour des vacances, notices, publicités, ...). Avec le Flyers Collection, vous pouvez utiliser SmartDraw pour répondre à tous vos besoins au niveau du dessin. **Le Flyers Collection ne coûte que 210 FF.**

Images with Impact!

Images with Impact! est une collection de plus de 1000 images vectorisées (au format Windows WMF) et réalisées par la société 3G Graphics Inc. Beaucoup sont en couleurs. Elles peuvent être importées dans SmartDraw. Les Images with Impact! appartiennent à des domaines très variés allant des éléments pour présentations jusqu'aux voyages, en passant par la maison, le bureau, les affaires, les sports, les vacances, la santé, et d'autres domaines encore. Vous pouvez ajouter les images importées dans vos bibliothèques SmartDraw personnelles ou créer des fichiers-modèles. De la même façon que pour SmartDraw, beaucoup de ces images sont des fonds de pages et rendent SmartDraw plus efficace dans la réalisation de prospectus, de posters, d'invitation et de notices. Les images de cette collection sont différentes de celles contenues dans le Flyers Collection.

Vous pouvez acquérir Images with Impact, d'une valeur de plus de 1000 FF, au prix exceptionnellement bas de 590 FF lorsque vous commandez SmartDraw.

SmartDraw Order Form (Single Use)   [Print this form using the Print Topic command]

(Check out the order.jpn file for an order form in Japanese)

A Single Use License that permits the use of SmartDraw (or Pro)   on a single computer, or on up to two computers used exclusively by the same individual user. It includes one copy of the program and its documentation.

Shipping Information

Name_____ Company_____

Address_____

City_____ Postal Code _____

Phone _____ Fax _____ EMail_____

Programs Ordered

SmartDraw 3.0 COMBO PACK ……   Copies required _____ x Yen 7,800 …………   **_____**

(Includes both 16 bit Windows 3.1 and 32 bit Windows 95 versions of Pro)

Add-on Templates and Libraries Ordered

Flyers and Fun Collection…………   Copies required _____ x Yen 2,500…………   _____

Maps and International……………   Copies required _____ x Yen 2,500…………   _____

Consumption Tax

Subtotal: Cost of   Products………… **_____**

add 3% Consumption Tax   **_____**

Shipping and Handling Costs are included in the above prices

GRAND TOTAL………………… **_____**

Payment Information

Payment Method: ___   Credit Card   ___   Bank Transfer   ____ Postal Transfer   ____ Cash
_____ C.O.D. (+ yen 700)

Credit Card Information. (Visa ,MasterCard, DC   or American Express).

Number: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

Name: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ _

Expires   __ __ / __ __   Signature_____

How to Order

+Mail this form and payment to: P. & A. Shareware
1-3-6-2 Kamisuna, Tachikawa, Tokyo   190 Japan
+or, Fax the form, with credit card information filled in below, to (0425) 35-9902
+or, call P. & A. Shareware at (0425) 35-9901
+or, order on-line using the web: **http://www.pandasw.com**
+or, order on-line using NiftyServe. Just **GO SPANDA**, and follow the instructions.

*All products shipped on 3.5" Disks (1.44MB).   Prices good through December 1996

SmartDraw Order Form (Multiple Use License)

A Multiple Use License permits the use of SmartDraw on more than one computer used as the same site (a site license), or on the same network. It includes only one copy of the program and documentation.   You may buy any combination of 1, 10, or 100 copy licenses to meet your needs. **(Check out the order.jpn file for an order form in Japanese)**

Shipping Information

Name_____ Company_____

Address_____

City_____ Postal Code _____

Phone _____ Fax _____ EMail_____

Products Ordered

SmartDraw Pro COMBO PACK   *(Includes both Windows 3.1 and Windows 95 versions)*

    10 Computers or less………… Copies required _____ x Yen 50,000………… _____

    25 Computers or less………… Copies required _____ x Yen 110,000………… _____

    100 Computers or less……… Copies required _____ x Yen 380,000………… _____

Extra Manuals and Disks……… Copies required _____ x Yen 600…………… _____

SmartDraw Flyers and Fun Collection

    10 Computers or less………… Copies required _____ x Yen 18,000 ……… _____

    100 Computers or less……… Copies required _____ x Yen 130,000………… _____

SmartDraw Maps and International Collection

    10 Computers or less………… Copies required _____ x Yen 18,000 ………… _____

    100 Computers or less……… Copies required _____ x Yen 130,000………… _____

Consumption Tax   Subtotal: Cost of   Products………

_____

                          add 3% Consumption Tax   _____

Shipping and Handling Costs are included in the above prices

                               GRAND TOTAL………………… _____

Payment Information

Payment Method: ___ Credit Card   ___ Bank Transfer ____ Postal Transfer ____ Cash

                ____ C.O.D. (+ yen 700)

Credit Card Information. (Visa ,MasterCard, DC   or American Express).

Number: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

Name: __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ _

Expires   __ __ / __ __   Signature_____

How to Order

+Mail this form and payment to: P. & A. Shareware

                            1-3-6-2 Kamisuna, Tachikawa, Tokyo   190 Japan

+or, Fax the form, with credit card information filled in below, to (0425) 35-9902

+or, call P. & A. at (0425) 35-9901

+or, order on-line using the web: **http://www.pandasw.com**

+or, order on-line using NiftyServe. Just **GO SPANDA**, and follow the instructions.

All products shipped on 3.5" Disks (1.44MB).   Prices good through December 1996

SmartDraw Ordering Information

Winner Best Business Program - Ziff Davis Awards (PC Magazine) 1996

Winner Best Graphics Program - SIA 1995
"..simple elegance..", "..a delight.." - PC Magazine July 1995

Order the SmartDraw 3.0 Combo Pack

SmartDraw **3.0** is available in both Windows 95 and Windows 3.1 Editions. When you order the **SmartDraw COMBO PACK** you automatically get **BOTH** versions of SmartDraw. This is ideal if you are still using Windows 3.1 but plan to upgrade to Windows 95 or NT 4.0 later. *Have your cake and eat it too!*

Order SmartDraw 3.0 and for just Yen 7,800, here's what you get:

- **Full versions of BOTH the Win 3.1 and Win 95 program with no time limit**
- **More than 1000 additional symbols**
- **A printed manual in Japanese**
- **90 days of paid support**
- **Notices of updates, and additional offers**

If your time limit has expired! Place an order and we will reset your trial for another 30 days while you wait for delivery.

SmartDraw Add-on Templates and Libraries

SmartDraw Flyers and Fun Collection

The SmartDraw Flyers and Fun Collection is a collection of more than 150 templates and clip-art images designed for making one page flyers, posters, and signs. It has great-looking layouts for major holidays, celebrations and things you can use at the office. Kids will love it too. With the Flyers and Fun Collection you can use SmartDraw for all your drawing needs. **The Flyers and Fun Collection is only Yen 2,500 and REQUIRES SmartDraw 3.0.**

SmartDraw Maps and International Collection

The Maps and International Collection is a collection of more than 500 symbols and templates covering maps of the USA and the whole world. It includes the countries of America, Asia, Africa and Europe and the flags of 136 countries.

The maps of individual countries (and US States) fit together to form a complete map of their entire region. This means you can create you own regional maps, or you can use those already assembled as templates.

US Templates include The US by region (North East, Mid-West, Pacific etc.), by congressional district, by zip code, and the counties of each state. World templates include major regions of the world, including SE Asia, Central Asia, Central Europe, Russia, Middle East etc. You can color and manipulate each of the countries, states or other components of these maps individually. **The Maps and International Collection is only Yen 2,500 and REQUIRES SmartDraw 3.0.**