

KwikHelp

Welcome to KwikDraw Help

[Help on KwikDraw Menus](#)

[Help on KwikDraw Tool Bar](#)

[Help on General Topics](#)

Help on KwikDraw Menus

[File Menu](#)

[Edit Menu](#)

[Layout Menu](#)

[Arrange Menu](#)

[Pen Menu](#)

[Font Menu](#)

[Size Menu](#)

File Menu

New

Clears the drawing and sets the current filename to "noname.kwk" (displayed in the caption bar at the top of the drawing).

Open

Shows the disk directory and allows you to open a new file. The Open dialog box will also allow you to change the current directory.

Save

Saves the drawing to disk under the current filename (as displayed in the caption bar at the top of the drawing). If the caption bar is labelled "KWIKDRAW", then the current filename is actually "noname.kwk".

Save As

Allows you to save the drawing with a new filename. The Save As dialog box will not allow you to change the current directory. You can, however, save to a file in a different directory by prefixing the filename with a directory path.

Print

Brings up the print popup menu. You will probably want to set the printer orientation to match the screen orientation (portrait or landscape). To do this, use the "Setup" button on the print popup menu. KwikDraw will automatically scale the screen drawing to the paper size of your printer.

To change printers run the Windows Control Panel, double-click on the "Printers" icon, and then double-click on a new printer to make it the default. You can also change the printer port from the Windows Control Panel.

Exit

Quits KwikDraw. You will be asked whether you wish to save the current drawing before quitting.

Edit Menu

Undo

Undoes the last change made to an object, or a set of objects. Use this option to undo the following changes: Moved objects, Scaled objects, Polygon vertex changes, Text changes, Curve extent changes, Line arrowhead changes, Rotate, Fill Pattern changes, Line style changes, and Font changes. To Redo something that you have undone, simply select Undo again (Undo the Undo). To undo a Flip operation, perform the Flip again. To undo Group Objects, use Ungroup Objects (and visa-versa). To undo Object Forward, use Object Backward (and visa-versa). To undo Cut, use Paste (and visa-versa). To undo Duplicate, use Cut.

Cut

Cuts the currently selected objects into the Windows Clipboard. Objects in the Windows Clipboard may be pasted into the current drawing, into a newly loaded drawing, into a drawing in another session of KwikDraw, or into any application that supports MetaFile formats, which includes most Windows based word processors and drawing programs.

Copy

Copies the currently selected objects into the Windows Clipboard.

Paste

If the Windows Clipboard currently contains any KwikDraw objects, then they will be pasted into the current drawing. The objects will be pasted in a selected state so that you can easily move them about.

Duplicate

Duplicates the selected items, leaving the newly created objects in a selected state.

Text Edit

Allows you to edit a previously placed text object. A single text object must be selected before this menu item can be used.

Edit Poly

When checked, this menu item indicates that you are currently in "Edit Poly" mode. In this mode, the vertices of polygon objects may be altered by pointing at them, holding the left button down, and dragging the mouse. In order to scale a Polygon object by stretching one of the corners, the Edit Poly mode must be turned off. Selecting this menu item will toggle the Edit Poly mode on or off.

Extend Curve

When checked, this menu item indicates that you are currently in "Extend Curve" mode. Curve type objects (curve, pie, or chord) are initially created as one quadrant of an ellipse. In the "Extend Curve" mode, the endpoints of Curve type objects may be lengthened or shortened by pointing at them, holding the left button down, and dragging the mouse. In order to scale a curve object by stretching one of the corners, the Extend Curve mode must be turned off. Selecting this menu item will toggle the Extend Curve mode on or off.

Layout Menu

Show Grid

This menu item toggles the grid display on and off.

Snap to Grid

This menu item toggles the grid snap mode on and off. When grid snap is on, you will only be allowed to draw, move, and stretch objects to the nearest grid points.

Portrait and Landscape

These menu items control the orientation of the drawing on the screen. Selecting one of these will uncheck the other. Note that this only controls the orientation of the screen page. The orientation of the printer output is controlled separately in the Edit Print menu. In most cases you will want to use the same orientation for both. KwikDraw will, however, automatically scale the screen page to fit on your printer page.

Zoom

These menu items control the zoom level of the screen page. When the zoom level is less than 100%, then only the outline of the Raster Fonts are shown, and new text objects may only be added in a Stroke Font.

Raster Fonts

The Raster Fonts are Courier, Helv, Tms Rmn, and Symbol.

Stroke Fonts

The Stroke Fonts are Roman, Modern, and Script.

Arrange Menu

Move Forward

This menu item will move the currently selected item on top of the first item found that overlaps it. When multiple items are selected, this procedure is applied to each item in the order that the items were selected. The results can be confusing since the next item Moved Forward could undo the result of the last item Moved Forward. Similar comments apply to the other Move selections.

Move Backwards

Moves the currently selected item below the first item found that it overlaps.

Move to Front

Moves the currently selected item to the top of all items that overlap it.

Move to Back

Moves the currently selected item to the bottom of all items that it overlaps.

Flip Horizontal

Flips the selected items horizontally about their individual center points. The items that make up a Grouped object will be flipped about the center of the Group.

Flip Vertical

Flips the selected items vertically about their individual center points. The items that make up a Grouped object will be flipped about the center of the Group.

Rotate

Rotates the selected items 90 degrees about their individual center points. The items that make up a Grouped object will be rotated about the center of the Group. Text Objects can only be rotated about their own center points when they use one of the Stroke Fonts. When part of a Grouped Object, however, the position of a Text object using one of the Raster Fonts will still rotate about the center of the group.

Group

Combines the selected object into a grouped object, which can be moved, stretched, flipped, rotated, etc as a single entity. Groups of Groups can be formed to an arbitrary number of levels.

Ungroup

Ungroups the selected Group objects back one level into independent entities. Note that Ungrouping a Group of Groups takes you back only one level instead of all the way back to the base object types.

Pen Menu

The selections and dialog boxes launched from this menu are context sensitive. When no objects are currently selected, this menu and its associated dialog boxes show you (and allow you to modify) the current defaults for Fill Patterns, Line Widths, Line Types, and Line Arrowheads. When a single object is selected, the menu and dialog box items show and modify the attributes of only that object, WITHOUT changing the defaults that will be used for newly created objects. When multiple objects or Grouped objects are selected, the menu and dialog boxes will show nothing checked, since the selected objects may all have different settings. In this case, when you choose a menu or dialog box item, it will set the corresponding attribute of ALL currently selected items, again WITHOUT modifying the default attributes.

Fill

Launches a dialog box that allows you to change the Fill Pattern for closed objects (rectangles, ellipses, closed curves, and closed polygons).

Line Style

Launches a dialog box that allows you to change the Line Width and Line Style for any object other than Text Objects.

Arrows

These menu items only apply to Line objects. The attributes of the selected object are shown as a check mark next to the Left Arrow or Right Arrow menu items (or both). Any of the menu items Left Arrow, Right Arrow, No Arrows, or Both Arrows, may be chosen to alter the selected object. The Left Arrow and Right Arrow items act as toggles.

Font Menu

This menu only applies to Text objects. The selections are context sensitive. When no objects are currently selected, this menu shows you (and allows you to modify) the current defaults for Font Type and Style. When a single object is selected, the menu shows the attributes of only that object, WITHOUT changing the defaults that will be used for newly created Text objects. When multiple objects or Grouped objects are selected, the menu will show nothing checked, since the selected objects may all have different settings. In this case, when you choose a menu item, it will set the corresponding attribute of ALL currently selected items, again WITHOUT modifying the default attributes.

Raster Fonts

The first group of font types on this menu are Raster Fonts. They are not arbitrarily scalable. Text objects using these font types are shown as outlines when the zoom level is below 100%. New text objects cannot be entered in these font types when the zoom level is below 100%. Text objects using these fonts cannot be rotated about their own centers.

Stroke Fonts

The second group of font types on this menu are Stroke Fonts. Text objects using these font types may be viewed or created at any zoom level. They may also be rotated.

Font Style

The last group on this menu controls the font style (Normal, Bold, Italic, or Underline).

Size Menu

This menu only applies to Text objects. The selections are context sensitive. When no objects are currently selected, this menu shows you (and allows you to modify) the current defaults for Font Size. When a single object is selected, the menu shows the Font Size of only that object, WITHOUT changing the default that will be used for newly created Text objects. When multiple objects or Grouped objects are selected, the menu will show nothing checked, since the selected objects may all have different sizes. In this case, when you choose a size, it will set the corresponding attribute of ALL currently selected text objects, again WITHOUT modifying the default size.

Help on KwikDraw Tool Bar

[Pointer Tool](#)

[Text Tool](#)

[Line Tool](#)

[Rectangle Tools](#)

[Ellipse Tool](#)

[Arc, Chord, Pie Tools](#)

[Polygon Tools](#)

Pointer Tool

This tool is used to Select objects. An object must be selected before it can be moved, rescaled, copied, cut, duplicated, edited, moved forward, moved backward, flipped, rotated, grouped, ungrouped, or had any of its attributes modified (such as pen style, pen width, fill pattern, font type, font style, or font size).

Text Tool

This tool is used to place a text object on the drawing. After activating the tool, simply point to the entry point on your drawing, then click and release the left mouse button. A text entry dialog box will pop up. Type the text desired and terminate by pressing the OK or Cancel buttons. During text entry you may use the Enter key to start a new line. You may also edit your text using the cursor keys, the backspace key, and the delete key. To replace a block of text, simply highlight the block to be replaced and start typing the new text.. A Text may object may also be re-edited after completion by selecting the text object and choosing the Text Edit option on the Edit Menu.

Line Tool

This tool is used to draw lines. After activating the tool, simply point where you desire the start of the line, click and hold down the left mouse button, drag the cursor to where you desire the end of the line, and release the mouse button. Arrowheads may be added to line objects using the options on the Pen Menu. The line style or width may be altered using the Line Style option on the Pen Menu.

Rectangle Tools

There are two tools to draw rectangles, one for regular rectangles and another for rectangles with rounded corners. After activating one of these tools, simply point where you desire one of the rectangle corners, click and hold the left mouse button, drag the cursor to where you desire the opposite corner, and release the mouse button. The rectangle fill pattern may be altered using the Fill option on the Pen Menu. The line style or width may altered using the Line Style option on the Pen Menu.

Ellipse Tool

This tool is used to draw ellipses, including circles. Drawing an ellipse is identical to drawing a rectangle that surrounds the desired ellipse. After activating the tool, simply point where you desire one of the rectangle corners, click and hold the left mouse button, drag the cursor to where you desire the opposite corner, and release the mouse button. The ellipse fill pattern may be altered using the Fill option on the Pen Menu. The line style or width may altered using the Line Style option on the Pen Menu.

Arc, Chord, Pie Tools

Curved regions are drawn as a portion an ellipse. There are three tools for drawing curved regions, one for drawing Arcs, which are open curves, one for Chords, which connect the endpoints of an arc with a straight line, and one for Pies, which connect the endpoints of an arc with two straight lines meeting at the center of the ellipse. Arc, Chord, and Pie objects are initially drawn as one quadrant of an ellipse. The endpoints may be extended away from the quadrant boundary when in the Extend Curve mode, controllable from the Edit Menu. Drawing one of these objects is identical to drawing a rectangle that surrounds the quadrant of the underlying ellipse. After activating the tool, simply point where you desire one of the rectangle corners, click and hold the left mouse button, drag the cursor to where you desire the opposite corner, and release the mouse button. The fill pattern for the Chord and Pie objects may be altered using the Fill option on the Pen Menu. The line style or width may altered using the Line Style option on the Pen Menu.

Polygon Tools

There are two tools to draw Polygons, one for Closed Polygons and another for Open Polygons. After activating one of these tools, simply point where you desire one of the polygon vertices, then click and release the left mouse button. Next move the mouse cursor to the next vertex and click and release again. To finish the Polygon, you must double-click the left mouse button or single click the right mouse button on the last vertex. Closed Polygons will automatically be connected back to the starting vertex. After finishing the object, Polygon vertices may be individually moved when in the Edit Polygon mode, controllable from the Edit Menu. The Closed Polygon fill pattern may be altered using the Fill option on the Pen Menu. The line style or width may altered using the Line Style option on the Pen Menu.

Help on General Topics

[Open, Save, or Rename a Drawing](#)

[Printing a Drawing](#)

[Transfer to Other Applications](#)

[Making Objects Transparent](#)

[Modifying Objects](#)

[Editing Existing Text](#)

[Selecting Objects](#)

[Grouping Objects](#)[Undo Changes](#)

[Scrolling Speed](#)

Open, Save, or Rename a Drawing

To open an existing drawing, use the Open option on the [File Menu](#).

To start a new drawing, use the New option on the [File Menu](#).

To save your work under the current filename, use the Save option on the [File Menu](#). The current filename is usually displayed above the menu. If "KWIKDRAW" is currently displayed above the menu, then the current filename is "noname.kwk".

To save your work under a different filename, use the Save As option on the [File Menu](#).

Printing a Drawing

To print a drawing, use the Print option on the [File Menu](#).

Transfer to Other Applications

You can copy a drawing, or any portion of a drawing to any application that supports Windows MetaFiles using the Windows Clipboard. This includes most word processors and drawing programs that run under Windows.

To transfer a drawing to another application through the Windows Clipboard:

- 1) Select the portion of the drawing you wish to transfer.
- 2) Choose the Copy option on the Edit Menu.
- 3) Activate the application that you wish to receive the drawing.
- 4) Choose the Paste option on the Edit Menu of that application.

You should be able to rescale the drawing after it is pasted into the other application. If the application does not support rescaling, then you can rescale the drawing before pasting by opening the Windows Clipboard and changing the window size.

You can also transfer your drawing to another application as an HPGL (Hewlett Packard Graphics Language) file. Several DOS and Windows based graphics compatible word processors support this format:

- 1) Run the Printer Setup in the Windows Control Panel.
- 2) Install an HP Plotter as the default printer, printing to a file.
- 3) Print your drawing using the Print option on the Edit Menu.
- 4) Import the resulting HPGL file into your other application.

Making Objects Transparent

When one object overlaps another in your drawing, you will often want to make the top object transparent, so that you can see through it to the object below. This is easy to do. Simply select the top object and choose the Fill option on the Pen Menu. In the Fill Patterns dialog box, check the fill pattern labelled "(none)".

Modifying Objects

To make any changes to an existing object, you MUST first select it. Once it is selected, perform the action listed below.

Moving Objects

When the object is selected, point anywhere inside it with the pointer tool, press the mouse button (the cursor should change to an open hand), and drag the object and release the mouse button.

ReSizing Objects

When the object is selected, point at one of the highlighted corners with the pointer tool, press the mouse button (the cursor should change to an pointing hand), and drag the corner. Release the mouse button when the desired size is obtained.

Changing Pen Width or Style

When the object is selected, choose the Line Style option on the Pen Menu.

Changing Fill Patterns

When the object is selected, choose the Fill option on the Pen Menu.

Changing Font Type, Style, or Size

When the object is selected, choose a Font Type or Style on the Font Menu, or a Font Size option on the Size Menu.

Flipping or Rotating Objects

When the object is selected, choose one of the Flip or Rotate options on the Arrange Menu.

Changing Polygon Vertices

To change the vertices of a Polygon, you must be in the Edit Poly mode, which can be set under the EditMenu. When the polygon is selected, point at one of the highlighted vertices with the pointer tool, press the mouse button (the cursor should change to a pointing hand), drag the vertex, and release the mouse button.

Changing Extent of a Curve

To change the extent of an Arc, Pie, or Chord object, you must be in the Extend Curve mode, which can be set under the EditMenu. When the object is selected, point at one of the curve endpoints with the pointer tool, press the mouse button (the cursor should change to a pointing hand), drag the endpoint, and release the mouse button.

Editing Existing Text

To make any changes to an existing Text object, you MUST first select it. Once it is selected, choose the Edit Text option on the Edit Menu. A dialog box will appear, allowing you to edit the text string

Selecting Objects

Each object has a selection region defined by the rectangular region that surrounds that object. The four corners of this selection region are normally highlighted when the object is selected. There are a few exceptions:

- Line objects are only highlighted at the two endpoints when selected.
- When in the "Edit Poly" mode, the vertices of the polygon are highlighted
- When in the "Extend Curve" mode, the endpoints of the Arc, Chord, or Pie object are highlighted.

The Edit Poly and Extend Curve modes are discussed under [Edit Menu](#) and under [Modifying Objects](#).

To Select a Single Object:

Using the [Pointer Tool](#), point the cursor anywhere inside the object and click the left mouse button. KwikDraw will select the topmost object whose selection region includes the current cursor location. If the object you wish to select is overlapped by another object, try to click on a portion that is not overlapped. If this fails, you may have to move the top object backwards in order to get at the object below. To do this, select the top object, choose Move Backwards or Move to Back on the [Arrange Menu](#), and deselect that object by clicking outside that object's select region. It is important that you remember to deselect the object that you moved backwards before attempting to select the desired object. If you fail to deselect it, then you will likely end up moving it when you attempt to select the other.

To Select Multiple Objects:

You can select multiple objects in one of two ways. One method is to simply follow the procedure for selecting single objects, except that you hold down the Shift key when selecting additional objects. To use the other method, activate the [Pointer Tool](#), point the cursor outside any object, and press and hold the left mouse button. This will initiate a selection box outline. Now drag the mouse cursor, drawing an outline around all the objects that you wish to select. When finished, release the mouse button. All objects falling completely within the selection box outline will be selected.

To Deselect Only One of Multiple Objects

If you need to deselect one object while keeping others selected, simply point at that object and click and release the left mouse button while holding down the Shift key.

Grouping Objects

Multiple objects may be grouped together so that they behave as a single entity with regards to operations such as selection, moving, scaling, flipping, rotating, alteration of fill patterns, line styles, or font changes. To group several objects you must first select them. Then choose the Group option on the Arrange Menu. Groups of grouped objects can be formed to an arbitrary number of levels. To ungroup a group of objects, first select it and then choose the Ungroup option on the Arrange Menu. Note that ungrouping a group of grouped objects takes you back only one level instead of all the way back to the base object types.

Scrolling Speed

There are three ways to use the scroll bars:

Clicking on the arrow buttons at either end of the Scroll Bar:

This method will scroll the window in incremental amounts. It gives you a fine amount of control over the viewing position with visual feedback. It is, however, the slowest scrolling method.

Pressing and moving the thumbscroll button in the Scroll Bar:

This method allows you to rapidly scroll to any arbitrary viewing position. Unfortunately, you will not get visual feedback as you move the thumbscroll because the window does not update until you release it.

Clicking on the region between the arrow buttons and the thumbscroll button:

This method will scroll the window in coarser increments than clicking on the arrow buttons. This is often the best method for panning a drawing quickly with visual feedback.